

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 5614500**

**Community Mental Health Nurse, Grade 19**

Brief Description of Class

Community Mental Health Nurses are registered professional nurses who provide, oversee, coordinate, and evaluate nursing and health related care and treatment services for individuals\* in a community setting. Incumbents serve as members of multi-disciplinary treatment teams; and represent and provide expertise on the nursing aspects of treatment plans and services. Incumbents provide nursing services to individuals diagnosed with mental illness, addiction, substance use, and impulse control disorders, developmental disabilities, and their caretakers or families.

Positions are classified in the Office of Mental Health (OMH) and Office for People With Developmental Disabilities (OPWDD).

\*Individual refers to the person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Community Mental Health Nurse*: full performance level; directly provides, oversees, and coordinates nursing and health related care and case management services for a caseload of individuals in a community setting, such as a Family Care Program, Mobile Integration Team, and outpatient clinic; serves as a member of a multi-disciplinary treatment team; and provides nursing-specific clinical, consultative, and instructional assistance to individuals and their families, other disciplines, and health care providers.

Related Classes

Nurses 1 and 2 are registered professional nurses who provide direct nursing care to individuals in a variety of State facilities, programs, and settings; conduct health assessments; prepare and implement nursing care plans; diagnose and treat an individual's responses to actual, potential, or diagnosed health problems through nursing services, such as case-finding, health teaching and counseling, and the provision of care supportive to or restorative of life and well-being; and execute medical regimens prescribed by licensed health care providers.

## Illustrative Duties

### *Community Mental Health Nurse*

The tasks and activities performed by a Community Mental Health Nurse vary based on the agency and community program to which a position is assigned. Therefore, a Community Mental Health Nurse may perform duties including but not limited to the following:

Provides clinical case management and professional nursing care to a caseload of individuals in a community setting.

- Ensures that care delivered by community providers is consistent with individuals' overall needs.
- Visits individuals in community settings to assess care, evaluate individuals' physical and mental status; and identify factors which may impact their conditions.
- Provides nursing consultation and support to skilled nursing facilities, as needed to successfully transition individuals from inpatient settings to nursing homes.
- Develops nursing components of individualized treatment plans, in conjunction with a multi-disciplinary treatment team.
- Observes and records changes in individuals' responses to treatment efforts and recommends treatment modifications.
- Completes nursing assessment based on an individual's health care needs and diagnoses.
- Makes appropriate referrals to community health care professionals; attends medical appointments; and visits hospitals as required.
- Provides advice on the availability of medical, social, and housing facilities for the individual in the community.

Monitors family care providers and develops partnerships with local providers.

- Ensures medical and nursing orders are carried out; monitors quality of care; and evaluates provider performance.
- Reviews medical documentation, including medication, program participation, and treatment progress.

- Maintains working relationships and communication with local community health groups.

Provides health education and training for individuals, families, and providers; and performs appropriate interventions in the event of a crisis.

- Conducts individual and group health education sessions for individuals, their families, providers.
- Administers prescribed medications and provides health counseling to individuals on their proper use, dosage, and potential side effects.
- Provides instruction to individuals regarding self-care, self-medication, symptom management, and preventive health strategies.
- Instructs family members and providers on how to appropriately respond to mental health crises or medical emergencies.
- Intervenes in crisis situations and administers emergency treatment.
- Engages in treatment modalities such as individual and group psychotherapy, family therapy, or milieu therapy as appropriate.
- Maintains current knowledge and training in cardiopulmonary resuscitation (CPR) and infection control; instructs individuals and staff on precaution and prevention strategies.

May supervise and counsel paraprofessional and professional staff in community mental health activities and participate in the staff development and teaching program of the facility.

### Minimum Qualifications

#### *Community Mental Health Nurse*

Open Competitive: possession of a license and current registration as a registered professional nurse in New York State; a bachelor's degree in nursing or a closely related field; and two years of post-licensure professional clinical nursing experience. One year of this experience must have been providing direct services to individuals diagnosed with mental illness, developmental disabilities, addiction, or substance use disorders in a community setting.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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