



UNION JOB DESCRIPTION

JD1914

JOB TITLE:	Central Intake Nurse (RN/RPN)	JOB DESCRIPTION NO.:	N.CI.25001.021
CLASSIFICATION:	Community Health - Profile Classification - Level 3	GRID/PAY LEVEL:	NL3
COLLECTIVE AGREEMENT:	Nurses Bargaining Association	HSCIS NO.:	25001
UNION:	BCNU	JOB/CLASS CODE:	25001
PROGRAM/DEPARTMENT:	Child, Youth and Family Mental Health and Substance Use	BENCHMARKS (If Applicable):	
REPORTING TO:	Team Leader or designate		
FACILITY/SITE:	VIHA South, Central and North Island Health Services Delivery Areas		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Central Intake Nurse provides intake and assessment to determine eligibility for patients referred to Child, Youth and Family Mental Health and Substance use for the Virtual Psychiatry Consult Clinic and/or Tertiary assessment and treatment services. Provides assessment and short term treatment to the client population applying knowledge and skills: the nursing process, individual and group therapy, quality improvement activities and liaison with the general practitioner, the psychiatrist, the in-patient unit, the community mental health services and other agencies. Works as a member of a multidisciplinary team.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives and processes all referrals to Central Intake for Child, Youth and Family Mental Health and Substance Use Virtual Psychiatry Consult Clinic and/or Tertiary assessment and treatment services by:

- Screening all referrals to ensure patients meet the service mandate.
- Redirecting all clients who do not need Mental Health Services to appropriate resources.
- Triageing those clients who require service by assessing for urgency and/or acuity (i.e. risk of suicide or violence/aggression).
- Conducting telephone and/or a face to face assessment interview with the client, collecting appropriate information including collaborative information, conducting a mental status examination, formulating the problem and making recommendation for service.
- Communicating to the client/family and referral source re. The recommendations for service.
- Presenting the intake referral at the review team outlining the presenting problems and the recommendations for service.
- Opening a file and maintains accurate records of the intake process for each client.
- Chairing the Intake Review Team Meetings.
- Collecting and recording relevant statistics for Central Intake.

- Organizing and booking virtual Child & Adolescent psychiatry consultations.
2. Provides short term therapy/systems navigation for assigned clients by:
- Providing direct client care for specific clients requiring brief intervention either on a 1 to 1 counseling basis or through facilitating a psycho-educational or psychotherapeutic group experience.
 - Maintaining relevant records and reports.
3. Contributes as a member of the community mental health care services to develop a coordinated mental health system of care by:
- Coordinating the flow of care for clients by liaison with a range of mental health agencies and community service providers.
 - Acting as a resource person to service providers and/or clients to improve accessibility to community services providing information on mental health issues for community mental health agencies and the community in general.
4. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Registration with BC College of Nurses and Midwives as a practicing RN registrant or a practicing RPN registrant. Experience in Crisis Intervention and psychiatric assessment required. Three years experience in clinical work with mentally ill. Strong motivation to develop and practice required assessment and crisis intervention skills and learn new techniques. Knowledge of child and youth mental health and substance use system of care.

Skills And Abilities

- Excellent communication skills.
- Ability to work independently.
- Demonstrated clinical skills in working with the mentally ill.
- Application of nursing process.
- Work effectively as part of a multidisciplinary team.
- Utilize sound judgment, good observation and assessment skills, tact and empathy.
- Problem solving and conflict resolution.
- Communicate effectively both verbally and in writing.
- Operate related equipment - i.e. computer and related software.
- Maintain a commitment to continuing professional development as required by the employer.
- Use of personal vehicle.