



Job Title: Detox Nurse
Department: Treatment
Reports To: Detox Manager
FLSA Status: Exempt
Prepared by: Insperity (th) **Date:** 9/28/22

Position Summary: Under general supervision, the Detox Nurse responsible for conducting initial & concurrent detox calls, verifying insurance benefits, obtaining pre-authorizations, and submitting necessary documentation to insurance carriers to obtain funding for the detox level of care. The position carries a case load and is responsible for conducting the initial detox UR call as well as conducting detox concurrent reviews and communicating their status to the UR, Intake, and Clinical departments.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs assessment and data collection in an ongoing and systemic manner, focusing on physiological, psychological, and psychosocial status.
- Assesses patients' care needs based upon presented symptoms and department standards of care.
- Formulates patient-specific goals directed plan of care which is prioritized and based on client assessments and outcomes.
- Develops, individualizes, and professionally modifies care through physical, psychosocial and interventions actively considered.
- Ensures total patient care needs are met at all times.
- Evaluates the effectiveness of patient care, revising the plan of care accordingly.
- Evaluates data in collaboration with other health disciplines to influence the revision of the patient care.
- Performs complete documentation responsibilities relating to patient's medical records in a timely, accurate and concise manner.
- Performs efficiently in emergency patient situations following established protocols, remaining calm, informing appropriate personnel, and documenting events.
- Checks emergency equipment as assigned and replaces and maintains emergency equipment as needed.
- Consults with clinical resources in difficult patient management situations in a timely manner.
- Performs tasks, activities and duties related to patient care as assigned.
- Attends mandatory team meetings and trainings as required.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; or three (3) years related experience and/or training with two (2) years' addition experience preferred; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Basic working knowledge of Microsoft Office (Word, Excel, Outlook, and Internet Explorer) required. Requires RN or LVN license. Experience working with CMBHS.

Certificates and Licenses:

Licensed Vocational Nurse (LVN) license required.

Approval Requirements:

Position requires approval from BOP to work with federal clients, if applicable. Also requires approval from TDCJ to work in TDCJ-funded programs, if applicable.

Supervisory Responsibilities:

This position has direct supervisory responsibilities for directing the work activities and schedules of the Detox team.

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee will occasionally need to lift or move up to 50 pounds. Specific vision requirements include: close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature Date

ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name