



# The Northwest Catholic Counseling Center

Providing help, creating hope...

## **Job Announcement – Psychiatric Medication Practitioner**

**Psychiatric Mental Health Nurse Practitioner/Psychiatrist/Psychiatric Physician Assistant**

Follow your passion and get paid to make a difference! The Northwest Catholic Counseling Center (NCC) is an independent, women-founded, family-friendly, warm and welcoming workplace. We are a nonprofit, community mental health center providing counseling, psychiatric medication management and psycho-educational workshops regardless of faith or financial resources. Rooted in social justice, NCC believes everyone has a right to quality health care. NCC is committed to this mission and making it visible in daily operations.

**Classification:** Part-time: 24 hours a week - open to job share, flexible schedule, and full-time

**Compensation:** \$75K-\$85K (24 hours/wk); paid vacation, sick, holidays; retirement.

**Reports to:** Clinical Manager

**Location:** Northeast Portland, Oregon

**Closing Date:** Open until filled

NCC seeks a highly motivated, compassionate Practitioner(s) to share in our mission of providing professional mental health services to all, regardless of faith or finances. The goal of NCC Medication Management Program is to provide mental health treatment in collaboration with the people served, while at the same time, endorsing high standards of practice to reduce the risks of overdose, medication interactions, and prescription drug abuse.

### **Essential Responsibilities:**

1. Responsible for assessing, diagnosing, and prescribing appropriate medication(s) for new patients using best practices
2. Responsible, in collaboration with the patient, for creating treatment goals and medication regimen
3. Monitors medication prescribed for efficacy, side effects, compliance, and abuse
4. Provide health education and instruction to patients as needed
5. Responsible for prescription refill orders and delegation
6. Practices collaborative care with Primary Care Provider, other medical and mental health professionals
7. Maintains accurate and up-to-date documentation as required for billing, assessment, treatment, and other activities
8. Orders labs, refers to addiction treatment, refers to other medical services as necessary
9. Assigns tasks as appropriate to medication support staff
10. Provides direct supervision to student(s) as applicable

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**Secondary Responsibilities:**

1. Participate in agency supervision, consultation meetings, and in-house staffings for clients as necessary
2. Participates in regular staff meetings
3. Maintain requirements as dictated by certifying Board for Licensure
4. Performs other related duties as assigned

**Skills and Abilities:**

1. Expert knowledge in clinical decision-making
2. Actively able to support and incorporate mission and core values into daily activities
3. Commitment to social justice values
4. Excellent verbal and written communication skills
5. Demonstrated ability to work both independently and in cooperation with others
6. Demonstrated ability to delegate to staff
7. Demonstrated competency in service excellence
8. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
9. Demonstrated ability of basic Mac computer use including Microsoft Word and Excel
10. Ability to manage time and meet deadlines
11. Ability to keep accurate and appropriate records/documentation
12. Ability to sit, stand, bend, lift, talk, hear and perform other work with low physical requirements

**Required Education and Experience:**

- Current Oregon license with prescriptive privileges
- A minimum of two years experience prescribing psychiatric medications

Please submit cover letter and resume to:

**NCC Attention: Clinical Manager  
8383 NE Sandy Blvd. #205 Portland, OR 97220**

**or**

**via email: [jobs@nwcounseling.org](mailto:jobs@nwcounseling.org).**

The Northwest Catholic Counseling Center is NCC is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, socioeconomic status, or military status, in any of its activities or operations. All are encouraged to apply.