



COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY

**Job Title:** Nurse Practitioner (Consultant)

**Reports To:** Program Director

**About CLARE | MATRIX:** CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

**Summary:**

The Board-certified Nurse Practitioner will provide primary care to adult clients in this 16-bed short term crisis residential facility. This individual will be supervised by the Medical Director and will work closely with our Psychiatrist and treatment team to provide best-in-class services to our diverse clientele. In this role, you will be allowed to use your creative talents, skills and expertise to fulfill our mission of providing patient-centered mental health care in a multi-disciplinary team environment.

**Responsibilities and Duties:**

- Make sound clinical judgements based on assessment of the physical, psychological, spiritual, social and environmental needs of the client
- Develop, implement and periodically evaluate comprehensive treatment plans
- Prescribe and administer medications, as needed
- Evaluate client’s physical and emotional reaction to drugs and treatments
- Serve as liaison for Medical Director and Psychiatrist
- Assist in maintenance of program records and files
- Ensure a community environment is maintained to CLARE | MATRIX standards
- Ensure health and safety regulations are upheld to CLARE | MATRIX standards
- Maintain appropriate professional boundaries with clients and staff and respond to client requests in a professional and courteous manner
- Observe and adhere to client confidentiality standards
- Assure that all emergency needs of clients are met and these incidents are reported and recorded, as required



**COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY**

- Respond appropriately to emergencies by contacting appropriate staff and supervisors, as well as interacting with police, fire, and medical personnel if needed
- Communicate, consult and collaborate with other professionals involved in the delivery of total client care
- Other tasks as assigned by the program management

**Knowledge, Experience & Skills:**

- Experience working with diverse populations, specifically adults with mental health and/or co-occurring disorders
- Competency in Microsoft Office, EMR, and DMH
- Bilingual English/Spanish is desired but not required
- Must possess a California Board of Registered Nursing license with Nurse Practitioner certification and Psychiatric/Mental Health certification
- Minimum 2 years of experience post licensure

**Physical Demands:**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:





COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

\_\_\_\_\_  
Employee Printed Name and Signature

\_\_\_\_\_  
Date

**CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.**

