



CAREER OPPORTUNITIES - SMYRNA

LAST UPDATED: JUNE 19, 2017

CLINICAL

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Registered Nurse	Psych/Addiction 55+	Full-time PT48	Evening Shift 3:15 pm – 11:45 pm Alternating Weekends Day Shift 7:15 am – 3:45 pm Alternating Weekends	<ul style="list-style-type: none"> • Provides professional nursing care to patient • Directs, guides and supervises activities of direct care nursing staff • Current Georgia RN licensure required • Psych and CD experience preferred
Registered Nurse	Youth	Full-time PT 32	Evening Shift 3:15 pm – 11:45 pm Alternating Weekends Night Shift 11:15 pm – 7:45 am Alternating Weekends	<ul style="list-style-type: none"> • Provides professional nursing care to patient • Directs, guides and supervises activities of direct care nursing staff • Current Georgia RN licensure required • Psych and CD experience preferred
Registered Nurses	Clinical Services	PRN	All Shifts Available	<ul style="list-style-type: none"> • Provides professional nursing care to patient • Directs, guides and supervises activities of direct care nursing staff • Current Georgia RN licensure required • Psych and CD experience preferred • Must have a minimum of 3 years Psych/CD experience
Registered Nurses	Women's Services	PT 32 PT 32 PT 48	Night Shift 11:15 pm – 7:45 pm Alternating Weekends Day Shift 7:15 am – 3:45 pm Alternating Weekends Day Shift 7:15 am – 3:45 pm Alternating Weekends	<ul style="list-style-type: none"> • Provides professional nursing care to patient • Directs, guides and supervises activities of direct care nursing staff • Current Georgia RN licensure required • Psych and CD experience preferred

Registered Nurses	Young Adult Services	PRN		<ul style="list-style-type: none"> • Provides professional nursing care to patient • Directs, guides and supervises activities of direct care nursing staff • Current Georgia RN licensure required • Psych and CD experience preferred
Licensed Practical Nurse	All Departments			<ul style="list-style-type: none"> • Utilizing ANA Standards and the Nursing Process in the delivery of care, the Licensed Professional Nurse (LPN), under the supervision of the Registered Nurse (RN) directs, guides and supervises activities of direct care nursing staff • Applies a fundamental understanding and recognition of individual age appropriate needs as a baseline for assessment, intervention and evaluation of young adult, adult and/or older adult psychiatric and/or chemically dependent patients <p>Qualifications:</p> <p>Education: Current licensure by the Georgia Board of Nursing as a Licensed Professional Nurse</p> <p>Experience: Experience providing direct care to patients in a psychiatric setting; familiarity with the organization and functions of all departments within a psychiatric hospital</p>

Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Nurse Practitioner	All Departments			<p>The Nurse Practitioner coordinates decision making with the psychiatrist, in the assessment, diagnosis and medication management of psychiatric patients. The Nurse Practitioner works in collaboration with a multi-disciplinary team to perform clinical assessments and develop treatment plans. The team includes psychiatrists, registered nurses, licensed practical nurses, mental health technicians, social workers, therapists and educators</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Be able to establish empathy and a person-centered approach to patients • Have the ability to recognize own limitations and respond to difficult situations • Skillfully work in a self-motivated and independent manner • Have excellent communication and interpersonal skills to interact with team members as well as clients <p>Education: Completion of a Master's Program (Psychiatric Nurse Practitioner) from an accredited school of nursing</p> <p>Licensure: Current licensure as a Registered Nurse and APRN in the State of Georgia</p> <p>Experience: Minimum of three (3) years' of clinical experience in a psychiatric setting</p>

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Nursing Shift Supervisor	N u r s i n g Administration	Weekend	7:00 am – 7:00 pm	<p>Under the direction of the Chief Nursing Officer (CNO), the Nursing Shift Supervisor will work collaboratively with the Nurse Management Team to oversee the overall functioning of the Hospital.</p> <ul style="list-style-type: none"> • Provides clinical supervision and serves as a resource person to all the clinical units during assigned shift hours • Directs staff, utilizes staff and clinical resources, assists with patient care when needed, intervenes during a crisis and assures that the hospital is safely run and patient needs are met <p>Qualifications:</p> <p>Education: Bachelor’s Degree preferred and must be licensed by the Georgia Board of Nursing as a Registered Professional Nurse</p> <p>Experience: Experience providing direct care to patients in a psychiatric setting; familiarity with the organization and functions of all departments within a psychiatric hospital</p>
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Title	Department	Status	Hours/Shift	Description/Minimum Requirements
C l i n i c a l Coordinator	Women’s Services	Full-time	Day Shift	<p>Under supervision of the Program/Nurse Manager, the Clinical Coordinator will be responsible for coordination and management of services provided in the Women’s Center</p> <ul style="list-style-type: none"> • Along with Program Manager, the Clinical Coordinator is responsible for facilitating and maintaining referral relations in the community and Program Development • Directs, guides and supervises the direct care activities of staff • At times may function as the Case Manager as directed by the Program Manager <p>Qualifications:</p> <p>Education: Master’s degree required</p> <p>Experience: Eating Disorder, Trauma, Mental Health treatment and Management experience preferred</p>

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Mental Health Tech/ Clinical Assistant	Youth Services	Full-time	Night Shift 11:15 pm – 7:45 am Alternating Weekends	<ul style="list-style-type: none"> • Assists staff nurse in treatment and care of patients • Facilitates therapeutic milieu • Bachelor’s Degree in preferred • 1 year work experience in field preferred

Mental Health Tech/ Clinical Assistants	Clinical Services	PRN	All Shifts Available	<ul style="list-style-type: none"> Assists staff nurse in treatment and care of patients Facilitates therapeutic milieu Bachelor's Degree in preferred 1 year work experience in field preferred
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Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Counselor	Recovery Residence	Full-time PRN	Monday – Thursday 9:00 pm – 8:00 am	<p>The Counselor monitors patients to ensure they attend scheduled meetings and comply with house rules</p> <ul style="list-style-type: none"> Follows established hospital procedures when residents are non-compliant with rules, as well as acting as mediator between residents to resolve conflicts Leads community meetings <p>Qualifications:</p> <p>Education: Bachelor's degree required</p> <p>Experience: Experience working with both young adults and adults is required</p>

Non Clinical

Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Director of Access Center (Intake)	Access Center	Full-time		<p>The Director of the Access Center is responsible for the coordination of incoming patients with the Access Center clinicians, coordinates Doctor's assessments and initiates the admission process with the admissions department. The Director works closely with clinical, utilization management, hospital leadership and the community.</p> <p>Qualifications:</p> <p>Education: A Master's Degree in nursing, counseling or social work</p> <p>Experience: Two (2) or more years' experience in intake assessment activities within an acute psychiatric setting with supervisor experience. Two (2) or more years' experience in a mental health hospital setting including customer contact.</p> <p>A working knowledge of DSM-5 and the mental status exam and working knowledge of the addiction and recovery field.</p> <p>Licensure: Licensed as an RN, mental health counselor, or social worker in the State of Georgia is required</p>

Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Director, Utilization Management	Utilization Management	Full-time		<p>The Director of Utilization Management is responsible for the coordination and management of U.M. activities provided during the patient's treatment in the hospital continuum.</p> <p>The Director of Utilization Management directs, guides and supervises the activities of U.M. staff to maintain the highest quality of services provided and researches, appeals and resolves managed care organization/ insurance company denials.</p> <p>Qualifications:</p> <p>Education/Licensure: Licensed as an RN, mental health counselor or social worker in the State of Georgia is preferred.</p> <p>Experience: Three (3) to five (5) years' experience in Utilization Management and two (2) years' management experience in Mental Health/Chemical Dependence preferred; excellent human relations and oral/written communications skills</p>

Title	Status	Description/Requirements
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Mobile Assessor	Full-time	<p>Job Description: The Crisis Interventionist is responsible for providing mobile clinical assessment and coordinating appropriate level-of-care as clinically determined. This position provides support services to the Intake Department and assists in the pre-certification of insurance and memorandum of transfer (MOT) as needed from one hospital to another. This position reports to the Director of Assessment Services.</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Inquiry calls are documented and processed in accordance with Intake policies • Patients are assessed and stabilized prior to leaving hospital or admission to hospital arranged • On-call doctor is notified and assisted with patient interview • Administrative approval is obtained for all admissions • Admission paperwork is completed in accordance with hospital policy • Intake log is completed with all information documented • Requests for mobile assessments are timely coordinated • In-house assessments are completed with treatment referral recommendations made and documented <p>Job Requirements/Qualifications:</p> <p>Education: At least a Master's Degree in Nursing or a Master's Degree in a human relations field required.</p> <p>Experience: Two (2) or more years' experience in psychiatric assessment activities with supervisory experience. A minimum of two (2) years' experience in a psychiatric hospital setting, including customer contact is preferred.</p> <p>Licensure: Licensed to practice in the State of Georgia as an MSN, LMSW, LCSW, LPC, LAPC, LMFT or as a Licensed Psychologist (PhD/PsyD)</p> <p>Additional Requirements: A working knowledge of the latest DSM and the Mental Status Exam. A working knowledge of the Addiction and Recovery field.</p>
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Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Clinician	Access Center	Full-time PRN	All Shifts	<p>The Clinician provides information and services to callers and potential patients regarding appropriate psychiatric and addiction treatment options</p> <ul style="list-style-type: none"> • Facilitates admission to hospital programs through evaluation and provides referrals to outpatient treatment or alternative treatment options <p>Education: Master's Degree from an accredited college or university in Social Work or a clinical related mental health field preferred</p> <p>Experience: A minimum of three (3) to five (5) years' experience in a psychiatric healthcare facility, with assessment/intake experience</p>

Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Patient Care Liaison	Access Center	Full-time	Evening Shift Monday – Friday 3:00 pm – 11:30 pm	<p>The Patient Care Liaison is responsible for providing process information, program information and other general orientation information upon arrival for assessment in the Access Center.</p> <ul style="list-style-type: none"> • Demonstrated competency in taking vital signs accurately and recording them on the Vital Signs Record • Checks patients' personal belongings as needed for patient safety • Utilizes effective communication in de-escalating patients with emphasis on appropriate expression of feelings/needs, reality orientation, self-responsibility, and safety <p>Education: Bachelor's Degree in Healthcare Related Field or working toward degree or High School Diploma or GED with previous healthcare experience</p>

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Team Lead Financial Counselor	Business Office	Full-time	Day Shift Monday – Friday 8:00 am – 4:30 pm	<p>The Team Lead Financial Counselor ensures that financial clearances to home and continuum level of care are in compliance with departmental policy; Team Lead will provide oversight of all financial counseling functions at the hospital and also monitors financial status of all accounts; reviews insurance benefits with patient/responsible party, calculates and collects payments due at the time of service; ensures adequate insurance coverage and self-pay arrangements are in accordance with hospital policy and sets up payment plans in compliance with hospital and departmental policies.</p> <p>Job Requirements:</p> <ul style="list-style-type: none"> • Oversees all aspects of the financial counseling functions for the facility • Knowledge of Medical terminology and billing/collections practices • Ability to create professional correspondence to insurance companies and patients • Detail oriented and able to deliver neat and organized work • Self-motivation and ability to demonstrate initiative, excellent time management skills and organizational capabilities • Must be able to multi-task in a fast-paced environment and appropriately handle overlapping commitments and deadlines • Excellent analytical skills and creative problem-solving skills • Strong oral and written communication <p>Qualifications:</p> <p>Education: High School or equivalent. Degree or HFMA Certification preferred.</p> <p>Experience: Three (3) to five (5) years' experience in a medical revenue cycle setting preferably in a revenue cycle leadership role.</p>

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Discharge Patient Account Rep	Patient Financial Services	Full-time	Monday – Friday 10:00 am – 6:00 pm	<p>The Discharge Patient Account Rep will be responsible for the maintenance and monitoring of discharged patient accounts to ensure an efficient Accounts Receivable system</p> <p>Job Requirements:</p> <ul style="list-style-type: none"> • Knowledge of managed care contracts and reimbursements required • Experience with the Fair Debt Collection Practice laws • Strong organizational, communication, multi-tasking and customer service skills required <p>Qualifications:</p> <p>Education: High School Diploma or equivalent</p> <p>Experience: Two years' experience in a medical collection setting</p>

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
Admissions Rep.	Admissions	Full-time	Monday - Friday 3:00 pm – 11:30 pm	<p>The Admissions Rep. will be responsible for data input, financial counseling, registration of patients, insurance verifications and demographic pre-certifications</p> <p>Qualifications: Excellent Customer Services Skills; ability to ready and calculate patient benefits</p> <p>Education: High School Diploma or Equivalent</p> <p>Experience: Two years' experience in medical collection setting; working knowledge of Microsoft Word and Excel; minimum typing speed of 40 wpm</p>

Title	Department	Status	Hours/Shift	Description/Minimum Requirements
Patient Account Rep	Patient Financial Services	Full-time	Monday – Friday 8:00 am – 4:30 pm	<p>The Collector will be responsible for the maintenance and monitoring of discharged patient accounts to ensure an efficient Accounts Receivable system</p> <p>Qualifications: Knowledge of managed care contracts and reimbursements required; Strong organizational, communication, multi-tasking and customer service skills required</p> <p>Education: High School Diploma or equivalent</p> <p>Experience: Experience with the Fair Debt Collection Practice laws; two years' experience in a medical collection setting</p>

Title	Department	Status	Hours/Shift	Description / Minimum Requirements
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Security Officer	Security	Full-time	10:00 pm till 6:00 am Monday and Tuesday and 6:00 pm – 6:00 am Saturday and Sunday	<p>The Security Officer will provide building patrol, escort services for patients, visitors and staff, investigation of thefts, disturbances, suspicious activity and facility access, including locking, unlocking and restricting traffic at various times.</p> <p>Qualifications:</p> <p>Experience: Three (3) to five (5) years' experience in the field of law enforcement or equivalent combination of education and experience is required.</p>
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In addition to the above positions, internships may be available in a variety of areas. Send a resume with a cover letter indicating the type of internship and when you wish to start.

Internal candidates must have completed the (90 day) orientation period and informed their department head and/or supervisor in advance of applying for a position. An employee may not transfer without the exiting department having a reasonable time to replace the employee's position.

For additional information call (770) 434-4567 or (770) 434-4568 x2304. You may fax your resume to (770) 431-7092 or e-mail your resume to Human Resources: jhonea@ridgeviewinstitute.com or bsonderman@ridgeviewinstitute.com

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Ridgeview Institute is a Drug Free Workplace**



CAREER OPPORTUNITIES - MONROE

LAST UPDATED: JUNE 19, 2017

Title	Status	Description/Requirements
Registered Nurse	Full-time	<p>Job Description: The Staff Nurse (R.N.) is a registered professional nurse who prescribes, coordinates and evaluates patient care through collaborative efforts with health team members in accordance with the nursing process and standards of care and practices.</p> <p>Job Requirement/Qualifications: Education: Graduate from an accredited program of professional nursing required: Bachelor's Degree preferred</p> <p>Experience: A minimum of three (3) years' experience in a psychiatric healthcare facility preferred</p> <p>Licensure: Currently licensed to practice by the Georgia Board of Nursing</p> <p>Additional Requirements: Must pass a medication administration exam before administering medications. CPR certification and successful completion of Management of Aggressive Behavior including restraint and seclusion policies, within 90 days of employment, and prior to assisting in restraining procedures</p>

Title	Status	Description/Requirements
Mobile Assessor	Full-time	<p>Job Description: The Crisis Interventionist is responsible for providing mobile clinical assessment and coordinating appropriate level-of-care as clinically determined. This position provides support services to the Intake Department and assists in the pre-certification of insurance and memorandum of transfer (MOT) as needed from one hospital to another. This position reports to the Director of Assessment Services.</p> <p>Job Requirements/Qualifications: Education: At least a Master's Degree in Nursing or a Master's Degree in a human relations field required.</p> <p>Experience: Two (2) or more years' experience in psychiatric assessment activities with supervisory experience. A minimum of two (2) years' experience in a psychiatric hospital setting, including customer contact is preferred.</p> <p>Licensure: Licensed to practice in the State of Georgia as an MSN, LMSW, LCSW, LPC, LAPC, LMFT or as a Licensed Psychologist (PhD/PsyD)</p> <p>Additional Requirements: A working knowledge of the latest DSM and the Mental Status Exam. A working knowledge of the Addiction and Recovery field.</p>

Title	Status	Description/Requirements
Assessment & Referral Coordinator/Clinician	Full-time 2 nd Shift	<p>Job Description: The A&R Clinician is responsible for assisting in the process of responding to referrals and other requests for services and information.</p> <p>The A&R Clinician assesses all ages and collaborates with a physician to determine a proper disposition.</p> <p>The A&R Clinician provides technical assistance to the discharge planning process, under the direction of the Director of A&R.</p> <p>The A&R Clinician is often the first contact with the community, and therefore excels at providing resources and support to callers and walk-ins.</p> <p>The A&R Clinician provides general support to the case management program.</p> <p>Job Requirements: Education: Registered Nurse or Master’s Degree in a human relations field</p> <p>Experience: Preferably two or more years’ experience in intake assessment activities within an acute psychiatric setting. A minimum of two (2) years’ experience in a psychiatric hospital setting including customer contact.</p> <p>Licensure: Licensed to practice in the State of Georgia as a mental health professional required.</p> <p>Additional Requirements: A working knowledge of the latest DSM and Mental Status. A working knowledge of the Addiction and Recovery field.</p>

Title	Status	Description/Requirements
Mental Health Technician	Full-time	<p>Job Description: The Mental Health Technician functions as an active part of the treatment team, providing continuous patient care, supervision, interaction and role modeling to patients ranging in age from preschool through geriatrics depending on which unit worked. The Mental Health Technician will work under the direction of a Registered Nurse.</p> <p>Job Requirements/Qualifications: Education: High School Degree or equivalent preferred; or Certified Nursing Assistant preferred. Degree from an accredited college or university in social work, recreational therapy or appropriate therapeutic discipline.</p> <p>Experience: One (1) year of related experience, with a knowledge of psychiatric patient care techniques with understanding of mental illness, preferred</p> <p>Licensure: Must maintain a valid driver’s license in the State of Georgia</p> <p>Additional Requirements: Successful completion of CPR certification. Successful completion of CPI training within 90 days of employment prior to assisting with restraining procedures. May be required to work overtime and flexible hours.</p>

Title	Status	Description/Minimum Requirements
Geriatric Program Therapist	Full-time	<p>Job Description: The Program Therapist performs social services functions to include assisting geriatric patients in meeting their biopsychosocial needs while enabling them to access through therapeutic treatment skills to achieve their optimal level of emotional health, including providing basic consultation, teaching, complete specialized clinical social work services for patients/families receiving care, crisis intervention, short-term and long-term family therapy, and providing information and referrals as needed. This position will include providing discharge planning and case management for the geriatric population.</p> <p>Job Requirements/Qualifications: Education: Master's Degree from an accredited college or university, in Social Work or a clinical related mental health field preferred.</p> <p>Experience: A minimum of two (2) years' experience in a psychiatric healthcare facility, with direct experience in family and group therapies, crisis intervention, and treatment skills; and strong clinical assessment skills preferred. Experience working with the geriatric population is mandatory.</p> <p>License: Must possess a Georgia State license in social work or clinical related mental health field</p> <p>Additional Requirements: CPR certification and management of aggressive behavior training within 90 days of employment prior to assisting in a restraining procedure. Must be able to pass a competency exam for the area upon hire. Required to work flexible hours and overtime, including weekends and holidays.</p>

Title	Status	Description/Minimum Requirements
HIM Analyst	Full-time	<p>Job Description: The Health Information Analyst is responsible for carrying out the activities of the Health Information Services Department in the maintenance of all patient medical records information, ensuring compliance with all state and federal laws, rules/regulations of licensing agencies and within the Joint Commission standards for the quality of patient care.</p> <p>Job Requirements/Qualifications: Education: High school diploma or GED and equivalent combination of education and experience.</p> <p>Experience: Previous experience in information management and direct experience in a health care psychiatric facility preferred.</p> <p>Licensure: No licensure necessary.</p>

Title	Status	Description/Minimum Requirements
Utilization Review Coordinator	Full-time	<p>Job Description:</p> <p>The UR Coordinator is responsible for contacts external case managers/managed care organizations for certification and recertification of insurance benefits throughout the patient's stay, and assists the treatment team in understanding the insurance company's requirements for continued stay and discharge planning. The UR Coordinator is responsible for having a thorough understanding of the patient's treatment through communication with the treatment team. The UR Coordinator advocates for the patient's access to services during treatment team meetings and through individual physician contact. The UR Coordinator chairs treatment team meetings and continued stay reviews as indicated.</p> <p>Job Requirements/Qualifications:</p> <p>Education: Bachelor's or Master's degree from an accredited college or university in social work, mental health, nursing, or related degree preferred.</p> <p>Experience: A minimum of two (2) years' experience in a healthcare setting or managed care company, with experience in patient assessment, treatment planning, utilization management, and/or case management.</p>

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