Working Title: Pre-Admission Officer  
Job Class: Registered Nurse Senior

Who May Apply: Open to all qualified job seekers  
Date Posted: 11/25/2020  
Closing Date: 12/08/2020  
Hiring Agency/Seniority Unit: Human Services Dept / DHS Anoka Region MNA  
Division/Unit: DCT Support Services / DCT CPA Staff  
Work Shift/Work Hours: Evening Shift / 10:00 am - 8:30 pm. or 12:00 (noon) – 8:30 p.m.  
Days of Work: Varies. Monday through Friday with occasional weekend rotation (approximately every 3 weeks)  
Travel Required: No  
Salary Range: $31.34 - $46.43/hourly; $65,437 - $96,945/annually  
Classified Status: Classified  
Bargaining Unit/Union: 205 - MN Nurses Association/MNA  
Anticipated Start Date: 01/06/2021  
FLSA Status: Exempt - Professional  
Connect 700 Program Eligible: Yes

Direct Care & Treatment includes an array of programs serving people with mental illness, developmental disabilities and chemical dependency. The Direct Care & Treatment healthcare network consists of inpatient, outpatient and residential services. These programs include Forensics, Mental Health and Substance Abuse Treatment Services, Community Based Services, Minnesota Sex Offender Program and Ambulatory clinics. Each of these programs strive to address the complex needs and challenges of people served to optimize their potential and support their life goals.

Anoka Metro Regional Treatment Center (AMRTC) is a secure inpatient psychiatric hospital serving adults with mental illness in a large, campus-based setting. Located just 15 minutes north of the Twin Cities metro, this modern facility offers compassionate, person-centered care in a pleasant environment appreciated by patients and employees alike. Referrals must meet admission criteria and are prescreened by Central Pre-Admissions professional staff.

Job Summary

The Centralized Pre-Admissions/Triage Team is dedicated to delivering quality service 24 hours a day, 7 days a week, as the single point of contact for patient referrals to the Direct Care and Treatment (DCT) division of the Minnesota Department of Human Services. Due to its high visibility and frequent contact with referral agencies and the public, this team represents the “front door” for patients entering our system of care.

This Registered Nurse Pre-Admissions Officer is responsible for expediting the pre-admissions and triage process for a network of more than 25 programs, including state-operated hospitals and residential treatment programs that serve individuals with mental illness and chemical dependency. Team members must have excellent interpersonal and communication skills in order to build and maintain strong, collaborative relationships with a wide variety of stakeholders, including patients and family members, employees throughout the Department of Human Services, community hospitals, law enforcement personnel, private insurance companies, licensing and accreditation agencies, attorneys and legal staff, county case managers, and many others.

Primary Responsibilities Include:

- Implement inpatient pre-admission procedures for new referrals according to established process and criteria, ensuring each admission is scheduled in a timely manner
Collect demographic, clinical, legal, and insurance information from referral sources and process necessary documentation

Ensure all admissions are screened for clinical appropriateness by assigned Direct Care & Treatment medical personnel; assist in determining the best location for admission

Provide nursing assessment on referred patients with complex needs, such as geriatric, medically fragile, or severe physical disabilities, and recommend appropriate level of care and resources

Assure that legal requirements are met on all admissions, including clarification of legal status regarding commitment and special handling (i.e., Rule 20, mentally ill and dangerous status, victim notification, duty to warn, and predatory offenders, including sex offender status)

Minimum Qualifications:

- Current licensure in Minnesota as a Registered Nurse AND
- Bachelor’s of Nursing Degree plus 2 years Registered Nurse experience; OR
- Associate’s Degree or Diploma in Nursing plus 3 years Registered Nurse experience

Certification in area of Expertise = 1 year of Registered Nurse experience

Preferred Qualifications:

- Experience working with individuals with severe persistent mental illness
- Basic understanding of the commitment process

Job Specific Requirements:

Those crossing Appointing Authorities may be required to: successfully complete a physical assessment; provide education documentation (high school diploma, GED, college transcript, or college degree); provide documentation of a tuberculin skin test (TST), formerly known as “mantoux” done within the last year-if you cannot provide proper documentation you will be required to receive an updated TB Blood Test.

Physical Requirements:

Available upon request from the local Human Resources Office.

Additional Requirements:

To facilitate proper crediting, please ensure that you clearly describe your experience in the areas listed above.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

EDUCATION VERIFICATION - Applicants will be required to provide a copy of their high school diploma at time of interview OR copies of their college transcript or college degree/diploma at time of interview. Copies of the college degree/diploma are acceptable ONLY if it clearly identifies the field in which it was earned.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.
How to Apply

Click “Apply” at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about the position, contact Teri Peterson at teri.l.peterson@state.mn.us.

If you are a Connect 700 applicant, please email your certificate and the job ID to Heidi Peura at heidi.peura@state.mn.us by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at 651-431-4945 or DHS_ADA@state.mn.us for assistance.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.