



SAN MATEO COUNTY HEALTH

## BEHAVIORAL HEALTH & RECOVERY SERVICES

DATE: March 21, 2023

TO: All Regular or Probationary Health System Community Mental Health Nurse

FROM: Kimberly Kang, Supervising Mental Health Clinician, Facilities Utilization Management (FUM), Behavioral Health and Recovery Services (BHRS)

**SUBJECT: Full-Time, Regular or Transfer/Reassignment Opportunity**

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**San Mateo County Health's BHRS, Adult Services, would like to offer an internal transfer/reassignment opportunity to any regular or probationary Health Department employee in the classification of Community Mental Health Nurse for the following position:**

**Division/Work Unit: BHRS/Facilities Utilization Management**

**Shift: Full-time; Monday through Friday 8:00 a.m. to 5:00 p.m.**

**Location: 2000 Alameda de Las Pulgas, San Mateo, CA 94403**

**Licensure/Certification: California License as a Registered Nurse**

### **POSITION:**

This Community Mental Health Nurse (CMHN) position is part of a dynamic Facilities Utilization Management team (FUM), which oversees referrals and provides utilization management for contracted in-County licensed facilities. This collaborative team includes two Psychiatric Social Workers, two Community Mental Health Nurses, Supervising Mental Health (MH) Clinician, and MH Clinical Services Manager. This CMHN will report to the FUM Supervising MH Clinician.

This CMHN functions as an acute care liaison for psychiatric inpatient discharge planning and placements for adults with Severe Mental Illness (SMI) and Co-Occurring Substance Use issues, at BHRS contracted licensed facilities (Redwood House Crisis Residential facility, Cordilleras Mental Health Rehabilitation facility/future Cordilleras campus MHRCs, and Inpatient Eating Disorder (ED) Program/ED Residential facility). This CMHN is expected to work with psychiatric inpatient hospitals on discharge planning and referral to appropriate Level of Care (LOC) placements by reviewing clinical notes, triaging, screening, and processing referrals for the above-mentioned facilities.

This CMHN position offers an exciting opportunity for synergy and collaboration within our health system and beyond. It requires excellent interpersonal and communication skills in order to interface and maintain positive working relationships with hospitals/facilities, community providers,



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and health system partners. Due to a high level of complex issues and high paced flow of information, the ability to work well under pressure and timely responses are needed. This position requires strong organizational skills, data tracking skills, and clinical skills in ascertaining LOC for appropriate placement.

Coverage for the other FUM Community Mental Health Nurse, processing hospital Treatment Authorization Requests (TARs) is expected, and coverage of other team members as necessary.

### **DUTIES:**

- Regular monitoring, communication, and assistance to hospital discharge planners/social workers around discharge planning from psychiatric inpatient settings
- Discuss with hospitals/facilities and community providers LOC for appropriate placement
- Facilitate screenings, review pertinent documents, and referral process for placements at Redwood House (RWH) Crisis Residential facility, Cordilleras MHRC/future Cordilleras campus MHRCs, ED Inpatient/Residential facility
- Weekly communication and Utilization Review meetings with hospitals and the above-mentioned facilities
- Process authorizations for RWH and ED Inpatient/Residential admissions, including using Milliman Care Guidelines (MCG) to determine medical necessity and level of care, and processing any necessary Notice of Actions (NOAs) for denial of services
- Maintain database spreadsheets of referrals, admissions, and discharges; weekly placement report; and quarterly vacancy reports

**Please feel free to contact me with any questions you might have regarding this opportunity. If you are interested in being considered for this opportunity, email a cover letter and your resume to me, Kimberly Kang, at [kkang@smcgov.org](mailto:kkang@smcgov.org) no later than April 4, 2023, by 5:00 PM.**

\*Please note that a review of the Civil Service/Departmental personnel file and references (of which one is a current supervisor) may be used to make a final decision.

**NOTE:** To be eligible for consideration you must have at least six months of continuous service in a permanent or probationary classified position of Community Mental Health Nurse. **Extra help, temporary and provisional employees are not eligible for reassignment opportunities.**