



Psychiatric Nurse Practitioner Job Description

Job Title: Psychiatric Nurse Practitioner (PMHNP)	
Job Location: 325 Hospital Drive, Suite 106, Glen Burnie, MD 21061	
Reports to: Medical Director	
Type of position: ☐ Full-time ☐ Part-time Maximum Hours _____ Overtime allowed _____ ☐ Intern	Status: ☐ Exempt ☐ Non-exempt
Overview of Position: The Psychiatric Nurse Practitioner (PMHNP) serves as a key clinical provider at Innovative Treatment Centers (ITC), delivering high-quality, evidence-based psychiatric care to individuals across the lifespan. This role is responsible for the assessment, diagnosis, and treatment of mental health and co-occurring substance use disorders, with a strong emphasis on safe, ethical, and client-centered care. The PMHNP works collaboratively within a multidisciplinary team to support continuity of care, ensure compliance with COMAR, Medicaid, and CARF standards, and contribute to the overall clinical excellence of the organization. This role requires strong clinical judgment, autonomy, and the ability to function effectively within a dynamic and growing outpatient setting.	
Primary Tasks • Conduct comprehensive psychiatric evaluations, including biopsychosocial assessments and diagnostic formulation • Diagnose mental health and substance use disorders in accordance with DSM-5 criteria • Develop, implement, and adjust individualized treatment plans based on clinical presentation and client needs • Prescribe, monitor, and manage psychotropic medications, including controlled substances, in accordance with best practices and regulatory requirements • Monitor medication effectiveness, side effects, adherence, and potential interactions • Provide psychoeducation to clients and families regarding diagnoses, treatment options, and medication management • Deliver brief therapeutic interventions as appropriate to support stabilization and treatment engagement • Assess and respond to psychiatric crises, including risk of harm to self or others, and develop safety plans as needed • Collaborate with therapists, medical staff, and administrative team members to ensure coordinated and integrated care	



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- Maintain accurate, timely, and compliant clinical documentation, including evaluations, progress notes, treatment updates, and medication records
- Ensure adherence to all federal, state, and accreditation standards, including HIPAA, COMAR, Medicaid, and CARF requirements
- Participate in team meetings, case consultations, and quality improvement initiatives
- Support a culture of ethical practice, clinical integrity, and client-centered care

Required Skills, Experience, and Education

- Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) with a psychiatric-mental health specialization
- Active and unrestricted Psychiatric Mental Health Nurse Practitioner (PMHNP) certification
- Current licensure as a Registered Nurse and Nurse Practitioner in the State of Maryland
- DEA and CDS registration in the State of Maryland
- Knowledge of psychiatric disorders, psychopharmacology, and co-occurring substance use disorders
- Strong understanding of COMAR regulations, Medicaid requirements, and behavioral health best practices
- Ability to work independently while maintaining strong collaboration within a multidisciplinary team
- Excellent clinical judgment, problem-solving, and decision-making skills
- Strong communication and interpersonal skills with diverse populations
- Ability to manage multiple priorities in a fast-paced clinical environment
- Proficiency in electronic health records (EHR) and basic computer systems

Productivity Expectations

- Maintain a consistent and sustainable caseload aligned with organizational needs and client demand
- Complete psychiatric evaluations and medication management appointments in a timely and clinically appropriate manner
- Meet established productivity benchmarks, including a balanced mix of initial evaluations and follow-up medication management visits, as defined by ITC leadership
- Ensure all documentation is completed accurately and within required timeframes to support continuity of care, compliance, and billing
- Collaborate with administrative and clinical teams to minimize gaps in care, reduce no-show rates, and support client engagement
- Demonstrate accountability for schedule management, including timely completion of appointments and communication regarding availability
- Maintain productivity standards that reflect both quality of care and operational efficiency

Preferred Skills, Experience, and Education

- At least one (1) year of experience as a Psychiatric Nurse Practitioner
- Experience working in an OMHC or similar outpatient behavioral health setting



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- Experience treating co-occurring mental health and substance use disorders
- Bilingual (Spanish preferred)
- Training or experience in evidence-based therapeutic modalities

Special Job Requirements

- Maintain all required licenses, certifications, and credentials in good standing
- Complete ongoing continuing education in psychiatric and behavioral health care
- Adhere to all organizational policies, ethical standards, and regulatory requirements
- Maintain strict confidentiality in accordance with HIPAA and organizational policies
- Participate in audits, surveys, and quality assurance activities as required (including CARF readiness and compliance efforts)



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Job Description Acknowledgment

I have received a copy of the job description for the position of:

I have reviewed this job description and I understand all the requirements and responsibilities assigned. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further agree to conduct myself in the utmost professional and ethical manner possible while employed with Innovative Treatment Centers LLC. I will do my very best to uphold the mission, vision, and core values of Innovative Treatment Centers. I will strive to provide the highest quality of care to my team members and to the community we serve.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (PRINT)

Date

Employee Signature

Innovative Treatment Centers LLC Staff Name (PRINT)

Date

Innovative Treatment Centers LLC Staff Signature