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**Job Title:** Psychiatric Nurse Practitioner  
**Program/Dept.:** Living Well Center  
**Classification:** Regular, Part Time, Non-Exempt  
**Salary Range:** \$52.89-\$100/Hourly  
**Reports to:** Clinical Program Director  
**Location:** 4879 E. Kings Canyon Rd., Fresno, CA 93727  
**Date:** September 24, 2026

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## **1. AGENCY**

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services. Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

The Fresno Center’s Mission Statement: To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross cultural understanding.

The Fresno Center’s Vision: The Fresno Center will be a champion for positive change through empowerment, education, and collaboration.

## **2. THE PROGRAM**

The Fresno Clinic’s Living Well Clinic (LWC) is a “fee-for-service” organizational provider contractor with the Fresno County Mental Health Plan to provide Cultural Specific Services. It utilizes culturally and linguistically capable, qualified mental health practitioners to provide three levels of care, outpatient (OP), intensive case management (ICM), and Full-Service Partnership (FSP) services, to the Southeast Asian (SEA) community, particularly those of Hmong, Laotian, Vietnamese or Cambodian descent who are Medi-Cal eligible. The mental health services are provided in appropriate SEA languages accordingly to serve targeted population.

The Fresno Center’s Living Well Clinic offers a clinical supervision and training program for graduate, post-graduate, doctoral, and post-doctoral students, with a focus on supporting individuals from Southeast Asian (SEA) communities. The goal of the program is to help increase the number of licensed mental health professionals with the cultural and linguistic competencies needed to serve diverse communities, including those of Hmong, Laotian, Vietnamese, and Cambodian descent. We encourage applicants from all backgrounds and are committed to fostering an inclusive and equitable training environment.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for terminations which are due to the defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

## **3. POSITION SUMMARY**

Under direction of the Clinical Program Director and psychiatrist: Provides courteous, high-quality service to patients and oversees the compliance of the clinic’s behavioral health services to applicable community standards of care and to State and Federal laws and rules and other regulatory requirements; represents the clinic’s activities, programs and services with community organizations and other government agencies; oversees clinical. Oversee the development of evidence based clinical services and other community define evidenced practices appropriate for the clients being served; provides psychiatric expertise for complex cases and quality assurance systems; and performs special assignments and related work as required.

## **4. JOB DUTIES & RESPONSIBILITIES**

- 4.1 Serve as Psychiatric Nurse PR actioner for the Living Well Clinic.
- 4.2. Develops and recommends the Clinic’s goals, objectives and policies.
- 4.3. Provides consultation with the medical provider community. Serves as a liaison with the medical community.
- 4.4. Provides medical oversight, including direction, guidance, and planning, for the medical activities of the Living Well Clinic and oversight from psychiatrists. Includes preparation and signing of standing orders.



- 4.5. Provides consultation and technical support to other health care providers in the Living Well Clinic as is necessary to achieve appropriate goals,
- 4.6. Provides leadership during a mental health emergency and technical support to staff when needed.
- 4.7. Provides consultation regarding medical management of individuals.
- 4.8. Provides consultation (which may include leadership) related to management of a defined community health issue.
- 4.9. Provides necessary psychiatric treatment to clients including an initial assessment to determine the diagnosis and need for treatment.
- 4.10 Provides and conducts case consultations for complex, high-risk, or escalated patient cases.
- 4.11. Directs the collection of statistical or fiscal information, electronic medical records, and other data as needed to evaluate and monitor performance of Clinic's programs and services and prepares reports.
- 4.12. Work with Clinic's Director and other mental health providers to oversee patient safety protocols and respond to emergencies
- 4.13. Work with Clinic's Director and other mental health clinicians to develop and implement new cultural appropriate behavioral health services, like Community Define Evidenced Practices, to meet the needs of Southeast Asians clients in Fresno County residents.

## **5. MINIMUM QUALIFICATIONS:**

- 5.1 Must have transportation
- 5.2 Clean DMV record and valid vehicle insurance
- 5.3 Must pass background check/Live Scan and Drug Test
- 5.4 Commitment to the mission and values of the agency,
- 5.5 Committed to community building and development,
- 5.6 Active and clear APRN license
- 5.7 Licensed Nurse Practitioner - Certified in Psychiatric & Mental Health (PMHNP Required
- 5.8 At least 2 years of autonomous experience practicing as a PMHNP, post-graduate
- 5.9 Previous experience working in an outpatient setting and or inpatient setting.
- 5.10 Telehealth experience and a high comfort level of working with technology

## **6. COMPETENCY:**

- 6.1. Principles, theories, techniques and practices used in various counseling modality and rehabilitation services for chronically mentally ill and emotionally disturbed consumers in a wellness and recovery evidence-based practices framework.
- 6.2. Professional nursing principles, procedures, and techniques used in the care and treatment of psychiatric patients.
- 6.3. Principles and practices of behavioral health education, community organizations and allied behavioral health services and resources.
- 6.4. Laws, regulations and ethical standards governing behavioral health treatment and medical records for the nursing profession.
- 6.5. Regulations pertain to psychiatric nursing and the treatment of mentally and emotionally disturbed patients.
- 6.6. Behavioral health interviewing techniques and behavioral health treatment methods.
- 6.7. Intensive and long-term case management services in a wellness and recovery evidence-based framework;
- 6.8. Cultural competency theory, practice and its application
- 6.9. Medications, including psychotropic drugs, and effects on psychiatric patients
- 6.10. Control, preparation and administration of medications
- 6.11. Medical and psychiatric emergency procedures

## **7. WORK ENVIRONMENT:**

- 7.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 7.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **8. TYPICAL WORKING CONDITIONS:**

- 8.1. The office setting is a normal environment.
- 8.2. Occasionally work during early morning, evening, or weekend.
- 8.3. May be subject to temperature variances in the office.



8.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

**9. TYPICAL PHYSICAL DEMANDS:**

- 9.1. It requires sitting, standing, or walking for up to eight hours a day.
- 9.2. Some bending, stretching, or reaching may be necessary.
- 9.3. Lifting to 40 pounds may be required on occasion.
- 9.4. Vision must be correctable to 20/20
- 9.5. Hearing must be in the normal range for telephone contact.

**10. POSITION TYPE AND EXPECTED HOURS OF WORK:**

- 10.1. Part-time position regularly scheduled on Fridays from 8:00 a.m. to 5:00 p.m.; Monday through Thursday, may be scheduled as needed to provide coverage.
- 10.2. Evenings and weekends as needed.

**11. TRAVEL:**

- 11.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 11.2. Individuals may also be expected to use their own vehicle to travel and with mileage reimbursement.
- 11.3. A company car may be used when transporting a client to and from his or her placement, or field activities.

**12. REQUIRED EDUCATION AND EXPERIENCE:**

- 12.1. Degree with National Certification as Psychiatric Nurse.
- 12.2. At least 2 years of autonomous experience practicing as a PMHNP, post-graduate

**13. PREFERRED EDUCATION AND EXPERIENCE:**

- 13.1. Experience working with psychiatric inpatient or outpatient mental health setting.

**14. ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**15. BENEFITS:**

- 15.1. Life insurance coverage at annual salary.
- 15.2. Sick leave, per personnel policy.
- 15.3. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 15.4. Holidays per personnel policy

**16. Affirmative action plan/Equal employment opportunity (AAP/EEO):**

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.



**17. Acknowledgment**

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

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Print Employee's Name

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Employee's Signature

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Date