



## **SUPERVISING NURSE**

**DEFINITION:** Consistent with the vision and direction of the Board of Supervisors and the HHS Director, and under the direct supervision of the HHS Behavioral Health Director, and in coordination with other professional partners, the incumbent will be the key manager responsible for overseeing the integration and delivery of primary and behavioral health care services, particularly those provided in the Inyo County Jail and Progress House, an adult residential facility for persons with mental illness or co-occurring mental illness and substance use disorders.

**ESSENTIAL JOB DUTIES:** Duties will include but will not be limited to: directs the day-to-day operation of the Behavioral Health facility-based programs for adults (Progress House adult residential facility and Inyo County Jail), as well as some outpatient programs; provides direct and indirect administrative supervision, clinical supervision and training to program staff including data collection, documentation, chart audits, and reviews treatment plans and participants in quality assurance activities; assists in the implementation of a systems of care approach to adults with mental illness, as well as coordination and integration of physical and behavioral health care needs, as directed; assists in the development and implementation of telemedicine for jail health and specialty care services; attends State meetings and keeps abreast of best practices for behavioral health and primary health care integration; determines schedules of staff within assigned programs; assists with effective implementation of 24-hour on-call coverage and licensed back-up; assigns and reviews staff work providing professional assistance as needed to meet all local, state and federal requirements; implements quality improvement and cultural competency plans; assesses staff training needs and coordinates training needs with the Behavioral Health Director; orients new staff to the Adult Behavioral Health programs; participates in providing direct client assessments and treatment within a scope of practice as a licensed provider, as necessary; completes performance evaluations of subordinates; does related work as assigned.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Must be a health care practitioner licensed in the state of California (e.g. RN, PHN, NP, PA), AND have at least 2 years' experience in direct adult patient care. A minimum of a Bachelor's Degree in Nursing and prior supervisory experience is preferred.

**Knowledge of:** Current clinical and management techniques and practices in integrated health care, especially concerning high-risk populations; scope and activities of public and

private health and welfare agencies and other community resources; general community nursing procedures and pharmacology; principles and techniques of behavioral health system of care, and substance use disorder detoxification and treatment; principles and practices of effective supervision and training; laws and regulations governing public health and behavioral health services, particularly in institutional settings.

**Ability to:** Provide effective leadership and supervision; facilitate consensus among involved parties in the management of crisis situations; act as a liaison between staff and administration; communicate effectively in written and oral forms, and be able to learn and operate various computer programs and databases; establish and maintain cooperative working relationships with multi-system partners including law enforcement, criminal justice, and hospitals; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain; adopt and assist in the implementation of the cultural changes in the provision of Health and Human Services.

**Special requirements:** Must be available for 24-hour on-call rotation. Must have proof of Rubella, Measles, and Hepatitis B immunizations. Must have physical ability to produce accurate written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs. Incumbents must be a health care practitioner licensed in the state of California and maintain their licensure during the term of employment and *must provide proof of licensure at the time of application*. Must possess a valid CPR certification or obtain within the first six months, and maintain during term of employment. Must also successfully complete a pre-employment background investigation and physical examination and possess a valid operator's license issued by the State Department of Motor Vehicles. Consistent attendance is an essential function of the position.