

**County of Humboldt Job Specification**  
**SUPERVISING BEHAVIORAL HEALTH NURSE**  
**Classification 0920**  
**FLSA: Non-Exempt**



**DEFINITION**

Under general direction, plans, organizes, and directs the day-to-day professional nursing activities and related functions on an assigned shift at the in-patient behavioral health treatment facility, and other County out-patient clinic locations; collaborates with other medical staff and interdisciplinary health treatment teams to evaluate and prepare treatment plans; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over professional, technical, and/or administrative support staff.

**CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Behavioral Health Nurse series that exercises independent judgment on diverse and specialized nursing services in support of the County's in-patient behavioral health facility or out-patient programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day nursing, behavioral health, and support services program implementation for hospitalized patients. Employees are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Oversees the day-to-day treatment administered and operations of the County's behavioral health facility or outpatient clinic on assigned shift.
- Oversees and assesses patients upon admission to unit and makes presentation of physical and behavioral condition findings to attending physicians.
- Accepts report of previous shift and updates new admissions and medications; makes appropriate nursing notes on patients charts and writes medication orders; ensures that patient charts contain accurate and complete documentation.
- Organizes, assigns, directs, reviews, and evaluates the work of assigned staff and/or an interdisciplinary treatment team in the delivery of patient care; maintains a safe and secure environment; serves as case coordinator for assigned patients or clients, as needed.
- Performs end-of-shift narcotics count and maintains records of medications in compliance with regulations.

- Oversees and provides professional nursing care to patients; observes and charts vital signs, including temperature, blood pressure, pulse, and respiration.
- Oversees and provides equipment and supplies required for patient examination or treatment.
- Oversees and administers oral and hypodermic medications and observes and records their effects; obtains and records all orders from physician to facilitate patient treatment.
- Oversees and participates in the preparation of the nursing component of patient treatment plans, including physical assessments on new patients; as a member of an interdisciplinary team, oversees and participates in diagnostic and therapeutic activities.
- Performs crisis intervention, in person and on the phone; manages assaultive behavior and provides general counseling; coordinates or arranges for the provision of needed services, including emergency detention when patient is in danger to self or others.
- Oversees and provides supportive services, including individual, group or family counseling, and various group activities such as exercise and art.
- Confers with medical, behavioral health and inter-agency staff regarding client needs and ways of improving staff's ability to impact on clients.
- Conducts or arranges to have staff conduct case conferences; facilitates decisions on difficult behavioral health cases and problems; and performs chart audits and utilization review.
- Maintains prescribed standards of behavioral health treatment and ensures services are rendered in conformance with policy and procedural guidelines.
- Performs related duties as assigned.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required.*

#### **Knowledge of:**

- Principles and practices of general behavioral health nursing care, as defined by the State of California licensing requirements.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and methods of community behavioral health treatment, including interviewing, assessment and family and group counseling.
- Applicable guidelines for laws affecting behavioral health treatment, services, and reporting procedures.
- Medical and behavioral health terminology and first aid methods and procedures.
- Psychotropic medicines, including narcotics, and their effects on patients.
- Standard medical recordkeeping, including patient charting and the processing and maintenance of required documentation.
- Trauma Informed Care model of care and ability to communicate the model to others.
- Principles and alternative approaches to behavioral and emotional disorders and institutional and aftercare programs.

- Methods and procedures for evaluating program quality control and effectiveness of patient treatment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Ability to maintain a positive culture and to safeguard equity, inclusion, dignity, and respect for all.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assess behavioral and/or emotional health status and develop effective patient treatment plans.
- Perform crisis intervention, manage assaultive behavior, respond promptly to patient emergency situations, and take effective action to control potentially violent incidents.
- Perform utilization review and infection control functions for compliance with standards.
- Recognize the signs and symptoms of behavioral health disorders in children, adults, and families.
- Use clinical judgment to determine if an action needs to be taken.
- Prepare clear and concise reports, patient documents and written correspondence.
- Understand client rights as they relate to treatment options.
- Analyze complex behavioral health problems, evaluate alternatives, and make sound judgments and recommendations for treatment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a level of education and course of study, as determined by the State of California Board of Registered Nursing, which would qualify as an accredited program for incumbents to obtain licensure as a Registered Nurse. Typical ways of qualifying would be completion of an associate degree from an accredited educational institution with major coursework in nursing, psychology, or a related field

**and**

Three (3) years of increasingly responsible experience in behavioral health nursing with at least one (1) year of charge or lead experience.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a valid Registered Nursing license issued by the State of California Board of Registered Nursing.
- Possession of a valid CPR/AED certification.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer, and medical equipment; standing in work areas and walking between work areas may be required, travel to visit outpatient and rural clinics may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 45 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to assess emergency situations, including medical incidents and to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment.

**ENVIRONMENTAL CONDITIONS**

- Employees work in an office, out-patient, clinic, jail, juvenile facility, or locked behavioral health facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures.

- Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.
- Incumbents may be exposed to blood and body fluids in performing their assigned duties.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).