

DUTY STATEMENT

DS 3022 (03/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
CLINICAL MONITORING BRANCH**

DUTY STATEMENT

JOB TITLE: Nurse Consultant II
EMPLOYEE:

POSITION #: 472-568-8195-XXX

POSITION DESCRIPTION: The Nurse Consultant II (NC II) participates with the Behavioral Specialist Monitoring Team in the monitoring oversight of specialized residential facilities, providing complex nursing technical assistance and program consultation to Department of Developmental Services (Department) staff, regional center staff, and small licensed residential facilities, specifically the Enhanced Behavioral Support Homes and Community Crisis Homes. May work collaboratively with the California Department of Public Health (CDPH), the Department of Health Care Services (DHCS), and California Department of Social Services - Community Care Licensing (CDSS). The NC II may serve as lead, collaborate with regional centers, stakeholders, providers, and other State agencies regarding oversight of existing facilities and the development of specialized homes for persons with developmental disabilities with unique needs and behaviors.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and under the general direction of the Deputy Director, Statewide Clinical Services Division

EXAMPLES OF DUTIES: Reviews program plans for small licensed residential facilities, assures compliance with state and federal regulations, and provides quality assurance and standards of clinical practice related to health services for persons with developmental disabilities. NC II is responsible for participating with the clinical monitoring team reviewing the delivery and continuity of health care services and supports for Enhanced Behavioral Support Homes and Community Crisis Homes.

Essential Job Functions:

- 40% Participate with the Behavioral Specialist Team in onsite and virtual reviews of Enhanced Behavioral Support Homes and Community Crisis Homes to review implementation of health-related regulations and standards of care for individuals with developmental disabilities and complex behavioral and medical needs.

- 30% Provide complex nursing technical assistance and program consultation to Department staff, regional center staff, service provider staff and other State agencies, including but not limited to the CDSS, on program and nursing issues related to the unique characteristics, behaviors and health care needs of persons with developmental disabilities residing in Enhanced Behavioral Support Homes and Community Crisis Homes.
- 10% Consult and provide recommendations to regional center nursing staff and providers; review and approve small residential facility program plan designs for provision of services to persons with developmental disabilities with unique needs and behaviors; provide professional consultation to the Department and other State agencies in the development of regulations, policies and procedures governing the operation and reimbursement of residential facilities to ensure best practices.
- 10% Develop, coordinate, organize, implement, and monitor, health care related training programs for small residential care facility providers, regional center case management staff and other State agencies to better help them understand the unique characteristics of persons with developmental disabilities, to identify and address their medical needs for continued high quality care provided and to determine the most appropriate level of care.
- 5% Prepare bill analysis, reports, studies, correspondence, charts and other documents that respond to inquiries, issues, complaints, appeals, and assignments related to assigned areas of responsibility. Review and recommend positions on potential legislation having to do with nursing/medical care of persons residing in these programs.

Marginal Job Functions:

- 5% Provide nursing and medical consultation on alternative community living options for persons with developmental disabilities needing medical care and other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work includes potentially up to 40% statewide travel to participate in onsite reviews and training. Primarily sedentary, non-strenuous, and requires working on a computer for up to 40% of total office time.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, techniques, methods, and procedures of current nursing practices; behavioral and psychiatric nursing; epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases; current philosophies and patterns of nursing education; principles and methods of consultation; group process and problem solving; research principles and methodology; roles, responsibilities, and interrelationships of the various health disciplines and health agencies; functions of social and health agencies; cultural and sociological patterns as they affect health programs; State and Federal legislation related to health services.

Ability to: Effectively provide consultation and technical assistance; establish and maintain the confidence and cooperation of those personnel within the Department and in other social and health agencies; analyze situations accurately and take effective action; be flexible in approach to the solution of problems; communicate effectively; effectively review letters and reports.

CERTIFICATION OR LICENSE: Must have an active, valid license as a registered nurse in California.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.