

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Nurse Evaluator III

POSITION NUMBER:

820-8145-002

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Community Care Licensing Division/Adult and Senior Care Program

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Field Support Program/Program Clinical Consulting Unit North

SUPERVISOR'S NAME:

Shelly Grace

SUPERVISOR'S CLASS:

Manager II

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☐ None
- ☒ Other (*Explain below*)

Subject to fingerprinting and criminal record clearance by DOJ.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

4 Nurse Evaluator IIs

Total number of positions for which this position is responsible: 4

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the administrative supervision of the Manager II, the Nurse Evaluator III will perform as the first level supervisor and as a highly skilled technical program advisor and as a recognized authority in areas of extreme sensitivity or complexity of care, in order to meet the needs of the Community Care Licensing Division. The Nurse Evaluator III will be responsible for supervising and supporting a team of Nurse Evaluator II staff performing reviews in facilities throughout California to provide clinical assessments and clinical record reviews for the purpose of identifying levels of care to meet each resident's needs as well as developing guidelines for regional offices inspecting facilities licensed by the CCLD. The Nurse Evaluator III is a registered nurse with skills specific to developing, planning, coordinating, clinical activities of the licensing requirements and issues related to clinical care provided in licensed and unlicensed facilities. The position regularly entails detailed and sensitive public contact and independent origination of correspondence involving the knowledge and application of regulations, laws, waiver and State policies and procedures. In order to carry out the responsibilities of this position, some travel will be required.

A. RESPONSIBILITIES OF POSITION:

ESSENTIAL FUNCTIONS

40% As a working supervisor, develops, coordinates, and manages a team of Nurse Evaluator IIs who conduct clinical reviews to determine if licensee and facility staff provided adequate level of care and supervision to meet the needs of residents; and, the licensee sought appropriate clinical intervention.

Conducts on-site visits to determine the quality of care of residents including but not limited to evaluating whether a licensee committed abuse or neglect against a resident.

Testifies in legal hearings as a clinical subject matter expert on the quality of care and supervision provided by the licensee. Participates in the review and preparation of highly complex and clinically challenging cases for legal hearings.

Reviews investigative findings of unanticipated facility closures, unlicensed operations, adult and elderly clients who have been issued Health Condition Relocation Orders for the purpose of making recommendations regarding continued placement in licensed facilities.

Responsible for day to day activities including but not limited to, scheduling, delegating assignments, and managing onsite visits. Works in conjunction with Regional Office staff to ensure statewide consistency and with program implementation and compliance with state and federal regulations, guidelines and procedures. Reviews clinical assessments and plans of care (including care plans) to assess quality of care and life at the residential care facility and senior living facility. Reviews written comprehensive narrative reports of facility visits, inspections, and/or investigations.

25% Maintain policies and procedures for the Unit staff and administer personnel activities including but not limited to the development of hiring guidelines, conducting interviews for vacant positions, establishing and maintaining Unit expectations and personnel files, completing performance evaluations, providing on the job counseling on job performance, and any appropriate disciplinary actions; developing and presenting staff orientation and monitoring staff training needs of the Unit.

25% Provide consultation services to CCLD staff in the development of regulations, policies, and procedures, standards, and monitoring governing the CDSS-CCLD Program. Provide recommendations and give expert testimony on behalf of CDSS at administrative hearings and courts of law. Coordinates, prepares and presents written and verbal responses to program related issues and problem resolution including controlled correspondence, appeals and state hearing requests; interfaces with facility owners, administrators and advocacy groups and other public or governmental agencies. Independently prepares and presents written reports with documentation of the details and research of reported and/or identified incidents, such as abuse or death of a client, reviews reports provided by DPH, CDA, DDS, or regional centers, documents required data related to reviews and/or unit activities, provides recommendations to improve reporting and data collection processes.

5% Assists, as required, with the development of training materials and education of protocols and procedures when issues occur.

5% Provides consultation, assistance and coordinates with the Divisions or other programs on relevant issues; other duties as required.

B. SUPERVISION RECEIVED:

The Nurse Evaluator III will be supervised by the Field Support Program Manager II.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Nurse Evaluator III may work with the following individuals or groups:

Advocates

Providers

State Long-Term Care Ombudsman's Office

Division Programs

Department Programs

Other State Departments

Agency Committees

Clients in Care

E. ACTIONS AND CONSEQUENCES:

Inadequate service could detrimentally impact the health and safety of residents and the image of the Department.

F. OTHER INFORMATION:

Healthy team-oriented work environment.