

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

|   |  |                                      |                           |
|---|--|--------------------------------------|---------------------------|
|   | <b>RPA #</b>                                 | <b>Position Control Approval: cm</b> | <b>Date:</b><br>11/4/2025 |
| <b>Employee Name</b>  | <b>Division</b><br>Clinical Administration   |                                      |                           |
| <b>Position No / Agency-Unit-Class-Serial</b><br>455-XXX-8104-XXX   | <b>Unit</b><br>Various Programs              |                                      |                           |
| <b>Class Title</b><br>Unit Supervisor (Safety)  | <b>Location</b><br>Atascadero State Hospital |                                      |                           |
| <b>Subject to Conflict of Interest</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>CBID</b><br>S18                           | <b>Work Week Group</b><br>E          | <b>Class Ranges</b><br>S  |

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Administers the routine nursing services of a unit; coordinates the work of a unit and works as a liaison between unit staff on different shifts; trains and develops shift leads and instructs level-of-care nursing personnel in nursing, habilitation and rehabilitation techniques for clients/patients; continuous management and supervision of a unit that offers routine and supportive nursing service. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

|     |   |
|-----|---|
| 40% | <p><u>PERSONNEL MANAGEMENT AND SUPERVISION</u></p> <p><b>Schedules nursing staff on the unit to meet standards of coverage and reviews unit overtime, use of unscheduled time off, and initiate corrective action, as needed.</b></p> <p><b>Schedules and directs the activities of nursing service personnel assigned to a level of care unit during a 24-hour period;</b> orients, teaches, counsels, and evaluates the performance of assigned personnel; promotes individual staff development. Directly supervises staff as assigned by Program Director/Designee.</p> <p><b>Supervises and ensures subordinate staff are accounting for all utensils to prevent their use as weapons; inspecting and shaking down patients for hazardous contraband and inspecting unit for possible security breaches that may signal an impending escape attempt.</b></p> <p>Develops and maintains effective lines of communication and promote positive morale. Meets with nursing staff on all three shifts on a regular basis to observe and assess treatment activities and progress. Provides mentoring and training for shift leads and level of care staff to develop their skills for future advancements.</p> <p><b>Takes an active role in implementing operations to meet departmental and hospital EEO standards. Assures performance standards are met, as required</b></p> |
|-----|---|

|     |   |
|-----|---|
|     | <p><b>by hospital policy and relevant State law, through the annual performance evaluation process.</b></p> <p>Ensures that each Psychiatric Technician and Registered Nurse on their unit possesses and maintains a current license as a condition of continued employment. Identifies their unit staff performance, deficiencies, training needs, and takes the appropriate actions to ensure compliance.</p>   |
| 30% | <p><u>PROGRAM ADMINISTRATION AND ORGANIZATIONAL PERFORMANCE</u><br/> <b>Responsible for unit operations, which includes effectively communicating and ensuring staff are following Administrative Directives, Nursing Procedures and Program Policies.</b></p> <p>Promotes and implements the principles of Performance Improvement and Quality Assessment and Improvement. Responsible for the timely, complete and accurate submission of various required reports.</p> <p><b>Monitors and maintains unit compliance with JCAHO and Licensure standards. Ensures audit systems are in place and used on their unit for procedures including restraint/seclusion, security inspections, daybooks, shakedown logs, and RN/PT required documentation and monitors these on a regular basis for compliance. Reviews Emergency Drills, Fire Drills, Pharmacy audits, SIR's and associated reports.</b></p> <p>Serves as Program Officer of the Day (POD) on a rotating basis.</p> <p><b>Responsible for twenty-four-hour supervision of a treatment unit in maintaining a clean, safe, secure, non-violent environment. Adjusts regular schedule to provide leadership and supervision on the unit periodically and during critical situations or when directed by Program Management.</b></p> |
| 15% | <p><u>DELIVERY OF TREATMENT SERVICES</u><br/> Ensures development of an appropriate and effective treatment delivery system and monitor for compliance.</p> <p><b>Promotes effective interdisciplinary treatment teamwork and establishes an environment conducive to the framework of Biopsychosocial Rehabilitation.</b></p> <p>Cooperates with other treatment team members to plan and coordinate a total treatment plan for each patient on the unit.</p> <p><b>Supervises the delivery of treatments and medications and ensuring all policies are being followed. Collaborates with the HSS/CNS staff to assure the delivery of quality nursing care.</b></p>  |

|                          |  |
|--------------------------|--|
|                          | <p><b>Applies and demonstrates knowledge of Trauma Informed Care (TIC) and correct methods in Therapeutic Strategies and Interventions (TSI), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital.</b></p>   |
| <p>15%</p>               | <p><u><b>LEADERSHIP AND REPRESENTING THE PROGRAM/DEPARTMENT</b></u><br/> Maintains effective interpersonal relationships to meet the operational needs to achieve the program and hospital's stated mission.</p> <p><b>Investigates and adjusts or recommends solutions to complaints from forensic patients.</b></p> <p>Attends program meetings and hospital-wide Unit Supervisor meetings, as scheduled.</p> <p><b>Familiarity with applicable nursing service bargaining contracts; monitors supervisory interventions on their unit to prevent potential labor contract violations.</b></p> <p>As assigned, drafts recommendations for program policies/procedures, which are congruent with Nursing Procedures and Administrative Directives. Acts as a liaison between the Unit and Program Management and makes self-available to the unit staff to discuss issues pertaining to the Unit.</p> <p><b>Cooperative and positive in work group meetings and able to effectively communicate information to staff.</b></p> |
| <p>Other Information</p> | <p><b>Supervision Received:</b><br/> Program Management via Nursing Coordinator or Program Assistant provides administrative supervision (see specific organization chart).</p> <p><b>Supervision Exercised:</b><br/> Direct supervision of assigned nursing staff, which may include: PLPT, PTA, PTT, PT, PRN, RN, LVN, RNSL, and SPT.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>KNOWLEDGE OF:<br/> Fundamental nursing care and pharmacology; legal aspects of client/patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of mentally disabled or mentally disordered offenders; principles and practices of unit management; principles and techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in the EEO Program and processes available to meet EEO objectives.</p>  |

**ABILITY TO:**

Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a State Hospital level-of-care unit; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports.

**REQUIRED COMPETENCIES**

**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

**CPR**

Maintain current certification as indicated by local facility.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**SITE SPECIFIC COMPETENCIES**

- Relationship Security - Maintains relationship security in the work area, takes effective action and monitors, per policy, any suspected employee/patient boundary violations.
- Possess knowledge of the laws pertaining to the patients' penal code commitments served; including yet not limited to PC 1370, PC 2684, PC 2962, PC 2972, PC 1026, Conserved patients.
- Ability to collaborate with external customers relevant to discharge dispositions including Conditional Release Programs, Board of Prison Terms, Superior Courts, Parole agencies and California Department of Corrections.

**TECHNICAL COMPETENCIES**

Ability to use the Local Area Network (LAN), including knowledge of hospital databases and computer programs; Wellness and Recovery Model Support System (WaRMSS) Structured Treatment Planning Process; ability to write reports, mathematical ability sufficient to balance staffing and submit a variety of reports. Additional proficiencies include:

- Medication Administration oversight and monitoring
- Ability to develop shift lead and schedule/supervise/monitor
- performance of unit staff
- Patients' Rights Advocacy Program
- Contraband Search policies
- Pain Management

**LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners; OR
- Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nurses.

**TRAINING CATEGORY - 1**

The employee is required to keep current with the completion of all required training. The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4.

**PHYSICAL DEMANDS – See attached**

**WORKING CONDITIONS:**

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

|  |  |
|--|--|
|  | <p>The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.</p>   |
|  | <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature <span style="float: right;">_____</span><br/>Date</p> <hr/> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature <span style="float: right;">_____</span><br/>Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature <span style="float: right;">_____</span><br/>Date</p> |

**Physical Requirements of Position**  
**UNIT SUPERVISOR (8104)**

| Activity  | Never/Rarely<br>< 5 min. | Infrequently<br>5-30 min. | Occasionally<br>31 min.-2.5<br>hrs. | Frequently<br>2.5-5.0 hrs. | Constantly<br>> 5 hrs. | Comments |
|---|--------------------------|---------------------------|-------------------------------------|----------------------------|------------------------|----------|
| Interacting/communicating: Face-to-face with public | X                        |                           |                                     |                            |                        |          |
| By phone with public                                |                          | X                         |                                     |                            |                        |          |
| With inmate, patients, or clients                   |                          |                           |                                     |                            | X                      |          |
| With co-workers                                     |                          |                           |                                     |                            | X                      |          |
| Supervising staff                                   |                          |                           |                                     |                            | X                      |          |
| Lifting/Carrying                                    |                          |                           |                                     |                            |                        |          |
| 0 - 10 lbs.   |                          |                           | X                                   |                            |                        |          |
| 11 - 25 lbs.  |                          | X                         |                                     |                            |                        |          |
| 26 - 50 lbs.  |                          | X                         |                                     |                            |                        |          |
| 51 - 75 lbs.  | X                        |                           |                                     |                            |                        |          |
| 76 - 100 lbs.                                       | X                        |                           |                                     |                            |                        |          |
| 100 + lbs.  | X                        |                           |                                     |                            |                        |          |
| Sitting   |                          |                           |                                     | X                          |                        |          |
| Standing  |                          |                           | X                                   |                            |                        |          |
| Walking   |                          |                           | X                                   |                            |                        |          |
| Running   | X                        |                           |                                     |                            |                        |          |
| Crawling  | X                        |                           |                                     |                            |                        |          |
| Kneeling  | X                        |                           |                                     |                            |                        |          |
| Climbing  |                          | X (Stairs)                |                                     |                            |                        |          |
| Squatting   | X                        |                           |                                     |                            |                        |          |
| Bending (neck)                                      |                          |                           | X                                   |                            |                        |          |
| Bending (waist)                                     |                          |                           | X                                   |                            |                        |          |
| Twisting (neck)                                     |                          |                           | X                                   |                            |                        |          |
| Twisting (waist)                                    |                          |                           | X                                   |                            |                        |          |
| Reaching (above shoulder)                           |                          | X                         |                                     |                            |                        |          |
| Reaching (below shoulder)                           |                          | X                         |                                     |                            |                        |          |
| Pushing & Pulling                                   |                          | X                         |                                     |                            |                        |          |
| Power Grasping                                      |                          | X                         |                                     |                            |                        |          |
| Handling (holding, light grasping)                  |                          |                           | X                                   |                            |                        |          |
| Fine fingering (pinching, picking)                  |                          | X                         |                                     |                            |                        |          |
| Computer use (keyboard, mouse)                      |                          |                           |                                     | X                          |                        |          |
| Walking on uneven ground                            |                          | X                         |                                     |                            |                        |          |
| Driving   | X                        |                           |                                     |                            |                        |          |
| Operating hazardous machinery                       | X                        |                           |                                     |                            |                        |          |
| Exposure to excessive noise                         |                          | X                         |                                     |                            |                        |          |
| Exposure to extreme temp.                           |                          | X                         |                                     |                            |                        |          |
| Exposure to dust, gas, fumes, or chemicals          |                          | X                         |                                     |                            |                        |          |
| Working at heights                                  | X                        |                           |                                     |                            |                        |          |