

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services		CLASSIFICATION TITLE Unit Supervisor (Safety)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p> <p>Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>Under the direction of the Chief Nurse Executive (CNE) or Supervising Registered Nurse (SRN) III, Correctional Facility (CF), and in collaboration with the SRN II, (CF) the Unit Supervisor (US) (Safety) is responsible for planning, assigning, supervising, and evaluating the work of nursing and other assigned staff in a mental health service line delivery area. The US (Safety) receives, disseminates, implements, and monitors the adherence to policies and procedures, applies supervisory rules and principles, resolves personnel issues, sets goals for self and others, and ensures the continuity of quality patient care. Actively participates and supports the Complete Care Model.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>40%</b>	Supervises subordinate nursing staff and ensures that the performance of their duties is consistent with the mental health program guide, policies and procedures, court mandates, State and federal regulations, and scope of licensure. Supervises the work of staff within the assigned mental health service line delivery area, resolves program and personnel issues, maintains confidentiality, and provides training as needed. Evaluates problems and complaints, prepares reports, and takes corrective actions as needed. Completes mental health nursing services audits, reviews and ensures proper and complete documentation of patient care activities, and participates in ongoing					

<p>40%</p> <p>10%</p> <p>5%</p> <p>5%</p>	<p>quality improvement efforts. Establishes work schedules, reviews assignments, and redirects staff as needed to cover vacant posts. Ensures conformance to position authority Post Assignment Schedule, Master Assignment Roster, and Memorandums of Understanding. Communicates staffing needs to ensure a sufficient number of qualified nursing staff is on duty to provide adequate patient care. Evaluates and documents staff performance including probationary reports, periodic and annual performance evaluations, provides timely performance feedback, and identifies opportunities for performance improvement. Participates in recruitment, hiring interviews, training, and development of training plans. Monitors the qualifications and current licensure status of staff on an ongoing basis.</p> <p>Identifies program needs and makes recommendations for improving services. Monitors the quality and delivery of patient and nursing care and makes necessary adjustments to operations to meet patient care needs. Demonstrates effective communication with all internal and external partners to promote collaboration and access to care. Communicates policies and procedures to staff to ensure consistent implementation and monitors staff adherence. Maintains records, reviews and/or prepares reports and correspondence. Reviews care team performance to include nursing participation in the daily huddle and Interdisciplinary Treatment Team, scheduling, medication management, the overall quality of services, health outcomes, and appropriate patient level of care. Utilizes technology and decision support tools such as Mental Health Scheduling and Tracking System (MHSTS.net), dashboards, master registries, and patient summaries, to identify, address or elevate patient care issues as necessary. Coordinates with custody to mitigate barriers to access to care. Facilitates conflict resolution. Provides clinical support as indicated.</p> <p>Schedules and conducts staff meetings to communicate/disseminate new policies, procedures, and operational information and to ensure compliance. Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive (CNE). Participates and may take lead in quality improvement activities such as root cause analysis, rapid cycle process improvement, Plan Do Study Act processes, chart reviews, audits, and participation in Quality Improvement Team activities as assigned. Assists in the development, revision, and implementation of policies and procedures as directed by the CNE or designee.</p> <p>Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.</p> <p>Performs other duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Fundamental nursing care and pharmacology; legal aspects of patient care; general nursing and psychiatric nursing theory and practices; techniques in the care and treatment of developmentally or mentally disabled, or developmentally or mentally disordered incarcerated persons; principles and procedures of infection prevention and control ; principles of effective verbal, written and group communications; principles and techniques of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p><i>Ability to:</i> Plan, organize, direct, and supervise the work of level-of-care personnel; establish cooperative and effective working relationships between various disciplines; manage a mental health service line delivery area; demonstrate proficiency in the use of technology and decision support tools such as MHSTS.net, dashboards, master registries, and patient summaries; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports; and effectively promote equal opportunity in employment and maintain a</p>

	<p>work environment that is free of discrimination and harassment.</p> <p><b>LICENSURE REQUIREMENT</b> Active California Psychiatric Technician License or Active California Registered Nursing License in good standing.</p> <p><b>EDUCATIONAL REQUIREMENT</b> Complete continuing education as required for maintenance of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technicians or a valid California Registered Nursing License and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).</p> <p><b>ADDITIONAL ESSENTIAL REQUIREMENT</b> Ability to work mandated overtime hours as needed.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b> Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated persons.</p> <p>Assignments may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b> Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tolerance; tact; alertness; keenness of observation; and demonstrated leadership ability.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b></p>		
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		