

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER
Porterville, California**

Job Title:

Assistant Coordinator of Nursing Services (ACNS)

Work Location:

The Assistant Coordinator of Nursing Services Office is located in the Secure Treatment Program (STP) at Porterville Developmental Center (PDC), however ACNS services may be provided at any work location throughout the campus.

General Statement of Duties:

The ACNS has facility-wide responsibility for directing and coordinating emergency nursing services on a 24-hour basis to individuals, employees, and visitors at PDC. The ACNS takes charge during internal disaster or crisis; along with coordinating necessary communications with outside public and private sources; and may act as Coordinator of Nursing Services (CNS) in their absence.

Supervision Received:

The ACNS is supervised by the CNS.

Supervision Exercised:

Professional nursing supervision to Health Services Specialists (HSS) and other nursing staff in STP, as directed.

Typical Working Conditions:

On-going interaction with individuals, staff, and visitors. Potential exposure to communicable diseases, medicinal preparations, and other conditions common to a clinical nursing environment. Ensures the safety of public, staff, and forensic individuals, that may include, but not limited to, identifying security safety breaches that could lead to the escape of a forensic individual, observing and intervening in forensic individual behavior that may injure people, damage property, or signal impeding AWOL attempts, assessing/observing individuals in restraints, etc.

This position is designated as Work Week Group (WWG) E. WWG E/SE employees are expected to work as many hours as necessary to complete the work assigned. WWG E/SE employee work schedules may fluctuate at times depending on the nature and amount of work to be performed. In the absence of work requiring irregular or fluctuating hours of work, WWG E/SE employees are expected to maintain a consistent work schedule as directed by the CNS.

Must maintain a valid State of California Driver's License and be cleared to drive state vehicles at PDC.

Incumbents regularly demonstrate leadership ability; self-confidence; sympathetic and objective understanding of the problems of intellectually/developmentally disabled forensic individuals; and provide emergency services with tact and emotional stability.

Typical Physical Demands:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. This position has ongoing responsibility for the protection and safeguarding of the public and property, and regular and substantial contact with forensic individuals.

As a condition of employment, incumbents are required to and be capable of responding to emergency situations and provide a level of service to the public such that the safety of the public and of property is not jeopardized. Must be able to work extended hours and shifts, must be able to lift to fifty (50) pounds, must be able to participate in the containment and/or restraint of an individual who poses a danger to self or others, and must be able to float to alternate shifts and/or work locations as needed to meet the operational needs of the facility.

ESSENTIAL DUTIES (70%)

50% Responds to emergencies that involve the use of medical/behavioral intervention techniques as outlined in facility policy & procedure including AWOL and other disaster situations. Ensures safety for individuals, visitors, and staff. Ensures all equipment is accounted for and secured and the environment is checked before, during and after each appointment and is free from anything that can be potentially harmful.

Assists in escorting individuals to and from sites while ensuring custody needs are met and individual/staff ratios are followed as identified in each individuals' Individual Program Plan (IPP). Completes nursing rounds assessing individuals in restraints, providing treatment to individuals, ensuring the safety and cleanliness of the environment, monitor and review IDN's to assure follow-up by the unit HSS ensuring staff adhere to infection control practices, monitoring medication administration, and gathering information to complete quarterly audits. Functions as a role model in the clinical setting and demonstrates competency in clinical judgment, technical skills, and appropriate knowledge base. Provides clinical direction to staff and evaluates the level of care provided by the nursing staff to forensic individuals. Demonstrates clinical expertise in the execution of the nursing process and directs staff in its application. Demonstrates awareness of self-learning needs and seeks ways to meet these to maintain current competency and respond to new clinical demands. Demonstrates awareness of and adherence to safety and legal requirements established at the Departmental level and PDC nursing level. Initiates action to locate and return AWOL forensic individuals to their home unit in a safe and timely manner. Evaluates job-related injuries or illness of employees and refers them to Employee Health Clinic or MOD. Provides emergency treatment, assesses condition of the victim, and starts emergency measures as needed, assists staff with documentation on the Emergency Documentation Checklist, PVL 551; assists Physician as needed, completes post emergency critique form, and provides a summary and any recommendations to the CNS to be reviewed at the Emergency Response Committee, and assists with emergency admission to PDC. Adjunct member of the Emergency Response Team, responding to all emergencies at PDC. Drives Emergency Response Vehicle. Responds and takes charge/action as required in an internal disaster.

20% Demonstrates awareness of facility and departmental policies, participates in their department, and uses these as a basis for decision-making. Plans and implements quality assurance activities giving specific recommendations. Develops and maintains effective working relationships with staff, physicians, other members of the health care team and police services when required. Demonstrates effective problem identification/solving skills. Serves on committees and work groups on a voluntary and appointed basis at Departmental and PDC level.

TYPICAL TASKS: (30%)

Attends meetings as required, participates actively, and completes follow-up activities in a timely consistent manner.
Actively participates in California Standards accreditation process.
Gives performance and annual appraisals for HSSs.
Complete Quarterly Evaluation of HSS Clinical Documentation to include review of HCOPS for completeness and accuracy.
Participates in the interview, selection, and recruitment of HSS staff.
Plans, independently and in conjunction with others, as well as participates in the clinical and leadership development of employees; maintains accurate records and evaluates effectiveness of activities.
Gives STAT and routine medication after hours as needed; writes nursing recommendations to ensure quality-nursing care is maintained.
Develops and maintains effective communication between CNS, Nursing Office, and other departments, and between the ACNS Office and HSSs.
Supervise HSSs and LOC RN's (when required) assigned to them and those on duty during the ACNS's daily assignment.
Analyze situations accurately and take prompt, effective action.
Observe and evaluate the quality of nursing care.
Makes nursing recommendations and develop a plan of care.
Perform evaluations and audits of services provided.
Performs other duties as requested by the CNS and/or designee.

Employee Name (Print)

Date

Employee Signature

Date

Supervisor Signature

Date

06/2025 Revised