



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **COMMUNITY MENTAL HEALTH NURSE SUPERVISOR**
Jurisdictional Class: Competitive
Civil Division: Mental Health Center
Adoption: CSM 08/14/2002
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Supervises, coordinates, and participates in the nursing and supportive staff program of the Community Mental Health Service and organizes a volunteer program in the community; does related work as required. This is a professional nursing position involving a variety of nursing duties in a Community Mental Health Program. The duties of this position involve organization and supervision of all volunteer services available in the community. The incumbent in this position will advise and consult with nursing personnel in area hospitals concerned with the mentally challenged or handicapped. Public contact and public relations work is an essential function of this position. Supervision is received from the Director of Community Mental Health Services. Supervision may be exercised over supportive and volunteer staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides clinical supervision to psychiatric nursing within components of the Mental Health Center;
Coordinates and schedules nursing services within the department;
Provides administrative supervision for a unit of the Mental Health Center, including other professional disciplines, paraprofessionals and clerical staff;
Collaborates with medical staff in the care and treatment of patients;
Supervises the preparation of and submits descriptive medical and statistical reports, records and data;
Evaluates nursing personnel performance, nursing activities and nursing care;
Provides all aspects of psychiatric nursing care, including assessment, diagnostic evaluation, and treatment;
Assesses and evaluates psychological and behavioral health conditions for referral to physician;
Oversees the maintenance of medical supplies in accordance with legal and departmental mandates;
Intervenes in crisis situations and administers emergency treatment;
Participates in team case conferences with other members of the psychiatric interdisciplinary treatment team;
Develops orientation plans for new employees and monitors their implementation;
Provides liaison between outpatient services and community agencies;
Plans case conferences and participates in evaluations and recommendations;
Performs other duties as needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing theory and practice, including psychiatric nursing;
Thorough knowledge of programs, policies, and procedures of the agency;
Working knowledge of Federal, State, and Local laws, rules, and regulations as they relate to this position;
Working knowledge of the principles and practices of supervision;
Working knowledge of health resources, facilities, and community organizations;
Good knowledge of interviewing techniques and methods of placement;
Good knowledge of formal classroom and clinical instructional methods and practices;
Ability to communicate effectively, both orally and in writing;
Ability to deal effectively with others;
Ability to supervise the administration of therapeutic measures prescribed;
Working knowledge of the social and psychological factors related to patient care.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited New York State registered four-year college with a Baccalaureate Degree in Nursing AND three years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position AND one year of satisfactory public health psychiatric nursing experience; OR

(B) Completion of a course of study approved by the NYS Education Department as qualifying for Registered Professional Nurse AND four years of satisfactory public health nursing experience, two of which shall have been in a supervisory or administrative position AND two of which shall have been in psychiatric nursing.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of license issued by the State of New York to practice as a Registered Professional Nurse at time of appointment.

