

MENTAL HEALTH NURSE SUPERVISOR

This is supervisory and advanced professional nursing work in a local mental health program in the Department of Human Resources. An employee at this level serves as a primary therapist and supervises nurses at the Mental Health Nurse I and II level; or the employee plans, develops, coordinates, and evaluates a program such as day hospitals, after-care programs, inpatient services, or outpatient services.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - The employee plans daily work operations for self and plans overall work operations for other staff, establishes nursing and/or program goals and ensures that these are met, assigns staff, and makes any short range changes that are needed to meet work demands Program goals are established with higher level supervisors.

Organizing and Directing - Employee ensures proper staffing to deliver services and adjusts workflow, assignments, or procedures to meet daily and weekly needs. Major changes in methods or goals are discussed with a higher level supervisor.

Budgeting - If employee is in a primary therapist role and supervising others, there is usually no involvement in budget. A program supervisor may plan, justify, and maintain a small program budget and approve expenditures.

Training - Employee provides on-the-job training for new nurses to cover objectives, goal techniques and procedures. Employee provides orientation for members of other disciplines.

Setting Work Standards - If the employee is managing a program, there is more input into establishing work standards, seeing that these are followed, and altering these as needed. If the employee spends a large percentage of time in a primary therapist role, the employee must be able to explain, interpret and apply the work standards; the employee will usually recommend changes to the supervisor.

Reviewing Work - A program manager reviews work to ensure that quality services are delivered and that goals are met. An employee with a large percentage of time as a primary therapist reviews work of employees on-site and upon completion for adherence to established standards.

Counseling and Disciplining - Employee will resolve first-line problems and complaints; major problems are referred to a higher level supervisor.

Performing Other Personnel Functions - A program manager participates in all personnel functions (hire, fire, etc.) with considerable influence. The employee working more as a primary therapist will usually assist with personnel functions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - In either supervisory role, the program goals and objective change periodically to meet the change in types and needs of the patients. The patients presenting will have a variety of problems requiring that the staff and program adjust accordingly.

Variety of Work Supervised - Both supervisory roles supervise one area of work, but may supervise various disciplines.

Number of Employees Supervised - Employees typically supervise less than five employees.

III. EXTENT OF SUPERVISION RECEIVED:

Employees receive occasional review of work on-site and usually upon completion from the supervisor. Employees in a primary therapist role must have all written evaluations reviewed and countersigned by the physician. Major changes and long range planning are coordinated with the supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Employee will usually supervise staff providing mental health services in varying geographic locations, on a single shift with a stable workforce.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of the organization and administration of a psychiatric program, especially of the nursing component of a program; thorough knowledge of the principles and practices of professional psychiatric nursing; thorough knowledge of behavioral and psycho-social problems and their treatment, and medications used in the area of work; considerable knowledge of current social and economic problems and their relationship to mental health; considerable knowledge of available resources and organizations; considerable knowledge of and ability to apply educational methods and training techniques related to psychiatric nursing.

Ability to plan, organize, and coordinate the assigned program, to supervise staff engaged in nursing activities, and to provide administrative supervision to staff in other disciplines; ability to deal tactfully with others and exercise good judgment in appraising situations and making decisions; ability to ascertain the client's emotional status and needs and to plan an appropriate treatment plan; ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions.

Minimum Education and Experience - A master's degree in psychiatric nursing and one year of psychiatric nursing experience that provides the knowledges, skills, and abilities needed to perform the work; or graduation from a State accredited school of nursing and three years of experience, two of which must be in psychiatric nursing that provides the knowledges, skills, and abilities needed to perform the work; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensed to practice as a Registered Nurse in North Carolina by the N. C. Board of Nursing.