

INTEGRATED ADULT SERVICES SUPERVISOR

DEFINITION

To perform and supervise a variety of professional duties in the provision of adult clinical and social services to individuals.

DISTINGUISHING CHARACTERISTICS

The Integrated Adult Services Supervisor is a public health nurse trained in the duties assigned to the Senior Public Health Nurse classification, Social Worker classification as well as supervisory skills. Employees in this class are required to possess a Registered Nurse license with a Public Health Nurse certificate.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Program Manager or other higher level management staff. Provides direct supervision to lower level staff including Senior Public Health Nurses and Social Workers.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Provide supervision to Social Work staff assigned to In Home Supportive Services and/or Adult Protective Services programs

Provide public health nursing services to clients, including clinical care and counseling and public health instruction and education.

Prepares targeted case management assessment and develops service plans for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitation as required; completes charting of client progress in medical records and all other documentation as required.

Prepares and presents medical record data for multidisciplinary case conferences.

Represents the agencies at conferences and addresses community groups.

Acts as a casework consultant to staff members.

Receives reports of elder and dependent abuse; investigates allegations by conducting interviews with victims and others.

Undertakes case studies for the purpose of assessing problems and determining appropriate types and methods of treatment.

Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research.

Plans, assigns, directs and reviews the work of employees, including nursing and social work staff.

Participates in program budget planning and management.

Facilitates and supports interagency consolidation.

Evaluates the effectiveness of policies and procedures.

Evaluates the performance of personnel and takes or recommends appropriate courses of action.

Enters and retrieves information from an automated computer system.

Coordinates the activities of professional and technical staff.

Reviews and interprets regulations, rules, policies, and programs.

Coordinates and/or participates in special programs and projects as assigned.

Organizes and facilitates in-house and inter-agency program meetings, conferences and workshops as required.

Assists in the development of community resources for programs.

Provides comprehensive assessment, evaluation, counseling and referral for clients.

Coordinates services with other County programs and outside agencies serving the same populations.

Prepares periodic reports related to assigned programs.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local policies, procedures, laws and regulations.

Principles and practices of supervision.

Principles, methods, and resources in the field of public health, mental hygiene, education, correction and rehabilitation as they relate to public social service.

Principles and practices of nursing as applied to public health practice and preventive medicine and sanitation.

Resources available in the community for referral or utilization in social service programs.

Principles of interviewing and problems-solving methodology.

Ability to:

Exercise sound judgment when organizing, directing, and prioritizing unit activities.

Understand, interpret and apply federal, state and local policies, procedures, laws and regulations.

Provide effective supervision of assigned staff.

Classify case problems and evaluate the effectiveness of effort in solving problems.

Select, train, supervise, evaluate, and discipline subordinate staff.

Analyze a situation accurately and adopt an effective course of action.

Maintain confidentiality in accordance with legal standards and/or county regulations.

Use computers and related software packages.

Prepare and maintain reports, records and logs.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1 year of full-time experience as a senior public health nurse in a generalized public health nursing program

OR

1 year of full-time experience performing duties comparable to the Social Worker III classification.

LICENSE OR CERTIFICATE

Possession of a valid license as a registered nurse and a valid certificate as a public health nurse in California.

Possession of, or ability to obtain, a valid California driver's license.

Classification Code:	2353000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	414