

## STATE OF ARIZONA JOB CODE SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>EXP</b>  | <b>Job Code:</b>        | <b>ACV38075</b> |
| <b>Job Class Code:</b>    | <b>580</b>  | <b>Salary Schedule:</b> | <b>ASWNURSE</b> |
| <b>EEO Category:</b>      | <b>02</b>   | <b>Grade:</b>           | <b>N2</b>       |
| <b>Workers Comp Code:</b> | <b>8833</b> |                         |                 |

|                              |                 |                        |  |
|------------------------------|-----------------|------------------------|--|
| <b>Job Code Established:</b> | <b>02/01/85</b> | <b>Effective Date:</b> |  |
| <b>Job Code Revised:</b>     | <b>07/01/90</b> | <b>Effective Date:</b> |  |

**JOB CODE SERIES:** Mental/Social Development Services Series

**JOB CODE TITLE:** HABILITATION NURSE SUPERVISOR

**HRIS TITLE:** HAB NURSE SPV

**WORK DESCRIPTION:** Supervises the developmentally disabled nursing services for a designated shift; implements special health care programs through interdisciplinary processes; provides physical assessment and emergency care; provides leadership to subordinate shift staff.

**WORK ACTIVITIES:** Makes periodic rounds of institution residences, campus living and infirmary, examines and analyzes medical records and charts.  
Organizes and provides medical supervision and control for health screening and testing clinics.  
Utilizes records and medical charts of patient clinical diagnosis, treatments and laboratory test results as a guide for further determinations and treatment.  
Confers with physicians to plan and determine course of action in patient care.  
Develops and implements specialized patient care plans and coordinates plans with other staff; provides guidance in area of specialization.  
Adapts work schedule of staff to provide adequate coverage.  
Establishes and maintains work standards, procedures, methods and rules.  
Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.  
Responds to all medical and behavioral emergencies throughout the unit; provides direction to maintain safety.  
Supervises and reviews new and modified treatment and nursing care plans as necessary to evaluate crises.  
Conducts and participates in in-service training and staff development programs for new and regular employed staff.  
Performs related work as required.

**WORK CONDITIONS:** Stressful atmosphere working with patients having behavioral problems and emergencies.

**SUPERVISION:** Reports to the Habilitation Nursing Director.

**WORK RESULTS/PRODUCTS:** Patients properly treated and comfortable; new staff oriented and trained in specialized nursing care; patients needs and behavior patterns assessed and evaluated; supervisory techniques applied; environmental safety measures administered.

**RESPONSIBILITY:** For quality nursing care and assurance of a hygienic, safe environment for patients; teaching and instructing staff in patient care and specific medical equipment utilized.

**AUTHORITY:** To schedule staff for assigned shift; instruct staff in use of adaptive equipment; modify nursing care plans.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** general nursing principles and standards; training modules and their effectiveness; individual program plans for patients; behavioral characteristics of patients; the principles, practices and methods of professional and supervisory nursing services; medication effects on developmentally disabled patients.

**Skill/Ability to:** assess patients and their developmental level; recognize the specialized needs of patients; develop individualized treatment plans for patients; plan for, assign, train and evaluate staff; establish and maintain effective work relationships with representatives of other disciplines.

**SPECIAL SELECTION FACTORS:** Required at time of appointment: possession of a current license or a temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona.