

Job Class Code: 7520	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise assigned staff and care for clients under medical supervision. The class is responsible for intake evaluation, dispensing of medication, client assessment, record keeping, inventory, resident supervision, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Supervises assigned personnel, including training, assigning and evaluating work, and counseling. • Performs intake evaluations for clients coming into facility. • Provides direct client/patient care, including medical assessments, medication checks, and dispensing of medications. • Performs follow-up, obtaining and verifying client records. • Makes medical assessments of resident complaints and recommends treatment; refers to physician as required. • Serves as liaison for clients with family, probation officer, supervisors, and physicians in providing services to client. • Supervises residents as needed. • Maintains inventory of supplies and prescription drugs. • Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility. • Attends or conducts staff meetings to exchange information and resolve problems/issues. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules; solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes specialized reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, patients/clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires graduation from an RN diploma program or an associate's degree in nursing from an accredited college or university.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires licensure as a Registered Nurse in the Commonwealth of Virginia or a reciprocal state (according to the Nurse Licensure Compact as prescribed by the National Council of State Boards of Nursing). Depending on operational needs, may require a valid driver's license and a driving record in compliance with City driving standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.