



JOB DESCRIPTION

TITLE:	Nursing Supervisor
CLASSIFICATION:	Full-time/Exempt/40 hours/Non-Union
IMMEDIATE SUPERVISOR:	Program Manager
PROGRAM/DEPARTMENT:	Methadone

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direct supervision of the Program Manager and frequent consultation with the Medical Director, the Nursing Supervisor is responsible for maintaining the quality and adequacy of the nursing practices within the Methadone Program. Works in conjunction with the program manager, director and Medical Providers to ensure smooth functioning of the program; manages the medication dispensary; oversees medication supplies for program clients and reviews lab reports. The Nursing supervisor has overall responsibility for all aspects of managing the methadone including ordering, dispensing, and tracking.

The Nursing Supervisor dispenses under the orders of the Senior Physician, Staff Physician, or the Medical Director.

GENERAL DUTIES:

1. Maintain all dosing functions within Federal and State guidelines as articulated in the program protocol and Title 9 requirements
2. Order inventory and monitor Methadone stock per federal regulations and as directed by the Agency
3. Maintains clear, accurate, timely dispensing logs; Methadone dispensing includes dose changes, tapers, breathalyzing; demonstrates proficiency to dose methadone manually
4. Collection and routing of urinalysis specimens; perform phlebotomy/blood draws during intake, annual labs or as needed
5. Complete opening and closing producers including but not limited to the shift log and running necessary reports at the end of the shift
6. Perform quality improvement functions including but not limited to monitoring documentation, billing, tracking of productivity for VDRL, TB and other statistical data requirements; assists in Joint Commission accreditation compliance and other programmatic quality initiatives
7. Participate in the hiring and orientation/training of new LVN/LPT staff
8. Coordinate mandatory staff trainings necessary to comply with health regulations
9. Provide 75% direct support (may be more in the absence of nursing staff or unfilled vacancies)
10. Maintains sanitary work site, properly disposing of potentially infectious waste materials
11. Liaison with jail dosing programs, pharmaceutical company suppliers and communicate clearly and cooperatively with staff and clients
12. Oversees the maintenance and ordering of medical supplies as needed
13. Participate in professional development training throughout the year
14. Commit to the provision of culturally competent services
15. Follow established company policies and those outlined in the employee handbook

16. Special projects and other responsibilities as may be determined

OTHER SKILLS & ABILITIES:

1. Licensed as an LVN in the State of California; Licensed as a RN in the State of California highly desirable and two years' experience working with substance abuse clients
2. Must have some administrative/supervisory experience
3. Analyze situations accurately and take effective action to control or de-escalate violent clients
4. Must be able to work within a multi-disciplinary team, in a multi-cultural/multi-ethnic environment
5. Ensure compliance of all work related activities in a fair, ethical, and consistent manner; Must be able to maintain confidentiality of sensitive information
6. Ability to prioritize work and balance the needs of multiple projects simultaneously; demonstrated initiative and ability to follow-through on work assignments
7. Flexibility to change responsibilities as the needs of the program change and able to work in stressful conditions
8. Detail oriented, an organized thinker and must possess strong problem solving skills
9. Strong written and oral communication skills; excellent interpersonal communications skills
10. Demonstrated Commitment to the Agency mission.

LICENSES/CERTIFICATION:

- Possess a current valid license as a Licensed Vocational Nurse or Psychiatric Technician.

SCHEDULE:

Time and days are varied as determined by Program Manager; Weekends & Holidays are required.

Westside Community Services is an equal opportunity employer.