

Hanover County Government
Community Services Board
Psychiatric Nurse Supervisor
Salary: \$72,942.00 - \$83,883.00

HCCSB is seeking a Psychiatric Nurse Supervisor to join our treatment team. This could be the job for you if you're looking for meaningful work in a smaller, close-knit community with a manageable workflow and pace. The Psychiatric Nurse Supervisor supervises one staff person and clinic operations for a small CSB. The position is part of an interdisciplinary care team, promoting medication compliance, physical health wellness, and linkages with primary care and specialty providers. This position works one evening per week (Wednesdays until 8:00pm) to support evening psychiatric clinic hours.

Join a team committed to promoting safety, respect, trust, and a sense of belonging with each other and the individuals we serve.

Click here to learn more about our team and the community we serve!
<https://youtu.be/xtB95I4Xhvw>

General Description: This is a professional position. The incumbent performs complex tasks to provide psychiatric nursing and medication services to clients with mental illness, developmental disabilities and/or substance abuse disorders. This position serves as the clinical supervisor for Nursing Services. These services may be provided in an outpatient clinic or in the client's home.

Organization: The Psychiatric Nurse Supervisor reports to the Psychiatric Nurse Practitioner and may supervise Psychiatric Nurses or other medical services staff.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Coordinates nursing services.
- Oversees medication management and compliance with medical procedures.
- Assists in development of medical procedures.
- Maintains readily accessible and well stocked first aid kit and administers first aid.
- Participates in special projects.
- Tracks and reports expenditures.
- Compiles data, maintains records and submits reports as requested.
- Orders/distributes medications and maintains inventory of medications/medical supplies.
- Observes clients for tardive dyskinesia and other side effects from medications.
- Schedules medical appointments and acts as liaison between staff and Prescribers.
- Provides consultation and education services as needed regarding health issues, medications, etc.
- Performs medical procedures such as administering injections, drawing blood, taking and recording vital signs.
- Provides documentation as required in files, such as medical notes.

Working Conditions:

1. Hazards
 1. May interact with challenging family situation.
2. Environment
 1. Office
 2. Field
3. Physical Effort
 1. Minimal
4. Exempt

Knowledge, Skills and Abilities: Requires a knowledge of and skills in psychiatric nursing, psychotropic medications, first aid/CPR, psychiatric diagnosis, side effects from medications, infection control and prevention, supervision/personnel management, and medical ethics. Must be able to communicate effectively, both orally and in writing. Ability to work effectively while managing multiple goals and processes, required. Must be able to establish and maintain effective

working relationships with clients, families, staff, Board members, and community groups. Computer Literacy, preferred.

Education, Experience and Training: Bachelor's degree (masters preferred) in nursing required with at least four (4) years of Psychiatric Nursing experience, including supervision; License to practice nursing in the State of Virginia required; Demonstrated competence in working with persons with mental illness, intellectual disabilities and substance use disorders desired – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- CPS (Child Protective Services) Check
- TB test (within 30 days of employment)
- Twelve-month probationary period
- Work schedule may include evening

For more information and to apply, please visit www.hanovercountyjobs.com