

# Temporary Employment Opportunity

Supervising Nurse - Jail  
Extra - Help

**\$38.79 Per Hour\***

*\*Includes 5% Jail Premium Pay*

Health Department

*Please indicate "Extra Help" in addition to the job title on your application*

**Apply Immediately!**

This recruitment will close without notice  
upon receipt of a sufficient number of applications.

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of application status, a Department interview, or an update that a position has been filled.**

# Temporary Employment Opportunity

## **SUPERVISING NURSE**

### *DEFINITION*

Under direction, supervises the nursing services of an assigned area which may include the the mental health inpatient unit, the jail, or other assigned area; assigns, supervises, provides, and reports on direct patient care.

### *CLASS CHARACTERISTICS*

Incumbents in this classification perform professional and supervisory work functions associated with provision of nursing services in an assigned area. Emphasis is on supervision and performing the more complex work of the unit. Work is performed within a broad framework of general policy; and requires creativity and resourcefulness to accomplish goals and objectives, and in applying concepts, plans and strategies which may deviate from traditional methods and practices.

### *EXAMPLES OF ESSENTIAL DUTIES*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.*

1. Supervises the nursing services of an assigned area, which may include the mental health inpatient unit, the jail, or other assigned area.
2. Supervises, directs and evaluates assigned staff, to include assigning work, handling employee concerns and problems, counseling, disciplining, and completing employee performance appraisals.
3. Assists in performing nursing functions as needed, to include admitting/discharging patients, assessing patient condition, receiving and executing physician orders, administering tests and medications, recording/maintaining patient charts, administering emergency care, and other related functions.
4. Communicates with staff of adjoining shifts to gather/exchange information; reviews notes of events occurring on preceding shifts and reviews special instructions.
5. Makes regular rounds to review patient charts, issue special instructions, and discuss problems involving nursing care, treatment or staffing with the nurses or physician in charge.
6. Monitors the condition of acutely ill patients.
7. Checks in new and emergency patients.
8. Determines and evaluates nursing patient care on assigned units.
9. Coordinates patient care with counselors.

10. Works with staff on all matters of patient safety.
11. Reassigns and shifts personnel as required.
12. Confers regularly with program manager and medical director to discuss problems; confers regularly with appropriate manager to discuss problems or other issues.
13. Maintains security of assigned facilities.
14. Audits care plans and charts.
15. Maintains records of unit/shift activities.
16. Prepares and/or generates various reports, correspondence and documentation.
17. Reviews various documentation and processes, forwards, or takes other action as appropriate.
18. Responds to emergency calls.

#### *EXAMPLES OF MARGINAL DUTIES*

1. Maintains departmental records.
2. Maintains inventory of departmental supplies and medications; counts, logs, and disposes of expired medications; initiates requests for new or replacement materials.
3. Answers the telephone, provides information, takes messages and/or directs calls as appropriate.
4. Responds to requests for information or assistance.
5. Attends and conducts meetings.
6. Performs inservice training.

#### *MINIMUM QUALIFICATIONS*

Knowledge of: Modern nursing principles, methods and procedures; principles of nursing administration; applicable federal, state, and local laws and regulations; medical terminology; hospital routine and equipment; nursing problems involved in special wards or units; use and effects of medications and narcotics; principles of medical record keeping; principles and practices of supervision and employee development; basic mathematics; and standard office equipment.

Ability to: Administer treatments, medication and narcotics; plan, train and direct the work of other nursing personnel; apply routine nursing techniques in the care and treatment of patients; establish and maintain effective interpersonal relations with patients and individuals at all organizational levels; communicate effectively both orally and in writing; understand and follow oral and written instructions; prepare reports; maintain medical charts and records; maintain confidentiality of patient/client information; stand and walk for long periods; exercise a moderate amount of physical exertion and manual dexterity in the handling of patients or equipment; distinguish colors; operate/utilize specialized health care equipment, tools and supplies relevant to the position; and operate standard office equipment.

Education and Experience: Equivalent to three years of experience performing the duties of a Registered Nurse in a hospital, at least one year of which shall have been in a supervisory capacity involving some experience in the care of mental patients; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements:

*Essential Duties require the following physical skills and work requirements:*

Requires the ability to work in a health care environment. Requires ability to support the weight of patients for brief periods of time in positioning/transporting.

License or Certificate: Possession of a current valid license to practice as a Registered Nurse in the State of California.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



## **SUTTER COUNTY HIGHLIGHTS**

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 950 positions with an annual budget of 250 million dollars.

### **HOW TO APPLY**

Eligible applicants are **REQUIRED** to complete a Sutter County application. Applicants are also invited to submit any additional information in resume form. For additional information or to obtain an application, please contact the Sutter County Human Resources Department at:

**Sutter County Human Resources Department  
1160 Civic Center Boulevard, Suite B  
Yuba City, CA 95993**

Phone (530) 822-7113      FAX (530) 822-7191

Web Site [www.suttercounty.org](http://www.suttercounty.org)      E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

***The Sutter County Human Resources Department must receive applications no later than 5:00 P.M. on the final filing date.***

***Postmarks will not be accepted.***

Important Note: **Applications must be submitted to Human Resources via mail, fax or delivered to our office.**

**We are unable to accept e-mailed applications or resumes.**

### **SELECTION PROCEDURE FOR EXTRA HELP POSITIONS**

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of an application's status, a Department interview, or an update that a position has been filled.**

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references may be conducted prior to appointment.

*Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

*The above information is general in nature and does not constitute an expressed or implied contract.*

**The County of Sutter does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sexual orientation, sex or age. Minorities, women and the disabled are urged to apply.**

**Sutter County Human Resources Department  
1160 Civic Center Blvd., Suite B  
Yuba City, CA 95993**