

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Behavioral Health Recovery Supervisor 6		Class Code: 008CA6
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 5/24/13
	Summary: Provide supervision to Behavioral Health Recovery Attendants (BHRA) who work on the units; manage allocation of attendant staff for the nursing units; coordinate escorts and drivers for resident off-grounds appointments and meetings.		

Duties:

- Allocates staff resources for all the units, makes decisions about staffing levels in relation to needs of each unit and uses clinical experience to organize and manage those resources according to unit conditions;
- Coordinates escorts and drivers for the purpose of transporting residents to off-grounds appointments and meetings;
- Provides immediate feedback to Behavioral Health Recovery Attendants concerning behavior and performance.
- Initiates and assists with discipline issues for Behavioral Health Recovery Attendants;
- Delivers and obtains signatures on paperwork given to attendant staff for counseling and reprimands;
- Reviews and ensures completion of forms and maintains records of time and attendance for Behavioral Health Recovery Attendants;
- Acting as mediators between Behavioral Health Recovery Attendants as well as mediating between nurses and attendants;
- Advises RN's on policy issues regarding attendant staff;
- Responds to crisis situations on the units with decision-making authority;
- Instructs attendants in proper procedures and use of equipment;
- Coordinates activities within the timekeeping office, including managing the flow of staff, residents and visitors entering and leaving;
- Assists in coordinating response to emergency situations by facilitating the flow of information;
- Maintains the confidentiality of staff and resident information per law and policy;
- Completes all required mandatory in-services including state, hospital and department requirements;
- Assures attendant staff complete mandatory in-services and training as required;
- Actively participating in ongoing process improvements for hospital programs to support the mission, vision and values of the hospital;
- Performs related duties as required.

Job Requirements:

- Possession of a valid driver's license, current in CPR/Bridge Building (BB)/Certified in QMA.
- Knowledge of computer, including functional knowledge of Word, Excel and limited knowledge of Access;
- Knowledge, skills, abilities of a Qualified Medical Assistant (QMA)/Behavioral Health Recovery Attendant (BHRA);
- Above average interpersonal skills to deal with employees, support service and the public;
- Ability to work all three shifts;

Difficulty of Work:

Work consists of complex though standardized tasks, requiring the application of supervision of and training of subordinates in prescribed nursing and rehabilitation procedures, routines and/or developmental training techniques. On occasion, work may require emergency decisions and actions such as physically controlling residents according to recognized therapeutic control procedures. Incumbent is responsible for organizing and assigning duties to subordinates.

Responsibility:

Incumbent receives both general and detailed instructions. The incumbent is responsible to the institutional physicians, nurses, or mental health administrators and cannot deviate from instructions, guidelines and established procedures relative to resident care and training. Errors in judgment can result in resident discomfort and/or inadequate care or documentation. Judgment is required in supervising and controlling the work of subordinates and recommending changes in procedures to effectively care for and/or train residents.

Personal Work Relationships:

Works with subordinates, residents and professional, para-professional staff, residents' families and the public to provide and explain proper care and rehabilitation of residents.

Physical Effort:

Able to perform all duties, lift 50 pounds and kneel and bend.

Working Conditions:

Work is in a hospital room, ward environment, cottage setting or program and recreational area and involves walking, lifting, bending and stooping. Extreme physical strength and dexterity is sometimes needed to control a disturbed resident which can be very intense and demanding. An employee has frequent interaction with attendants, nurses and the public which demands multi-tasking with frequent interruptions.