

JOB DESCRIPTION

TITLE: RN/LPN, Nurse Supervisor

DEPARTMENT: Resident Services

REPORTS TO: Resident Care Director

Position Summary: The Nurse Supervisor practices according to the philosophy, policies and procedures of the Resident Care Department under the direction of the Resident Care Director. The Nurse Supervisor supervises and assigns/directs staff according to their job descriptions. The Nurse Supervisor assists the Resident Care Director with nursing responsibilities and tasks as well as overseeing the SAMM Program (Self-Administered Medication Management).

Performance Standards:

May include, but not limited to:

- Orientation, scheduling and supervision of Resident Care Aids (RCA)
- Assisting in developing and implementing and/or providing additional information for the resident service plans as needed on an ongoing basis.
- Overseeing RCA's and their implementation on the residents' service plans, ADL sheets/daily assignments.
- Overseeing the provision of assistance with ADLs to residents, and problem solving with any issues related to ADLs.
- Overseeing the SAMM Program, and problem solving with any issues related to SAMM.
- Communicating pertinent resident information to co-workers when leaving the unit and/or when the shift changes.
- Assuming responsibility for quality resident care through direct supervision of RCAs, enforcement of policies and procedures with ongoing training and/or disciplinary action as needed. Seek guidance as needed from supervisory personnel when necessary.
- Work cooperatively with all departments to maintain productivity/efficiency.
- Conduct frequent rounds in both Homestead and Classic ensuring that RCA tasks are being completed.
- Observe that security systems are engaged and ensure that Homestead alarms are being checked on a regular basis.
- Communicating with families regarding residents' health, personal care needs when necessary and appropriate. Always communicating in a professional manner and treating all residents/families, professionals and guests with utmost respect.
- Assisting residents/families with obtaining necessary outside services.
- Visiting residents who are not feeling well in their apartments, and notify families when applicable.

- Responding to emergency calls from residents immediately when on duty.
- Welcoming new residents and orienting them to the community.
- Conduct Introductory Visits with RCAs for each new resident.
- Continuously observes for any changes in residents' status with resident, family, and supervisor as needed.
- Addresses family members concerns, mediates or intervenes as appropriate, and communicates information to Department Directors.
- All wellness staff exempt and non-exempt may be asked to perform other service responsibilities to include: waitstaff, laundry, personal care, housekeeping and marketing.
- Will have on-call responsibilities.

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- **Working Conditions**

- Sits, bends, lifts, and moves intermittently during work hours.
- Works beyond normal work hours and rotates weekends and holidays
- Is subject to possible infectious waste, diseases, conditions, etc. including TB and the AIDS and Hepatitis B virus.

- **Position Requirements**

- Must have a current nurse's license and must demonstrate competency in the following areas:

Supervising staff with leadership experience.

Observing for any change in residents' needs

Overseeing personal care needs

Establishing and implementing plans to meet needs

Excellent communication skills, both written and oral

Attends continuing education courses as required

Specific Requirements

Education or training in a related field or experience. Must have completed or be willing to complete educational requirements imposed by State regulations within the specified time frame. Prefer experience in working with the elderly. Must present self in a professional manner, display genuine concern for elderly and professionalism in dealing with others. Must have valid driver's license for the State in which employed.