

ORANGE COUNTY CLASS SPECIFICATION

TITLE: NURSING CARE SUPERVISOR **GRADE:** 15

TITLE ABBREVIATION: NURSE CARE SUPER **TITLE NO.:** 6465

JURIS.CL: C **SALARY CODE:** 08 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** NURSING

SUPERVISOR'S TITLE: ASSISTANT DIRECTOR OF NURSING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of the nursing care function, related resources and the development, implementation and evaluation of the nursing regimen for residents of the Orange County Residential Health Care Facility. This is a responsible supervisory position wherein incumbents evaluate and monitor nursing personnel to assure delivery of the highest standards of nursing services to the residents of the facility. Work is performed in accordance with established policies and procedures under the general supervision of the Assistant Director of Nursing with latitude for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Completes audits of Nursing department tasks and documents to ensure that the Department of Health Code and the Federal and State survey processes are being maintained;

Reviews employee attendance records monthly and counsels and, as warranted, disciplines personnel in accordance with County guidelines;

Observes the work of all personnel in the division and provides assistance and instruction to the nursing staff and auxiliary nursing personnel in relation to nursing methods, procedures, skills and safety;

Completes daily reports on residents' condition and reports changes at change of shift to incoming shift supervisors/ADN;

Makes rounds to all Nursing units to assess the residents' conditions and takes appropriate action to follow-up on problems and changes in residents as necessary;

Investigates resident complaints, alleged abuse or neglect and takes appropriate action on findings;

Redistributes and/or assigns available Nursing staff as needed according to resident care requirement;

Notifies Staff Resources of necessary change in scheduling;

Obtains medications and supplies as necessary in the absence of the responsible department;

Completes accident/incident reports for staff members, follows-up on pertinent data and determines need for first aid in absence of the Health Services Assistant;

Holds regular meetings with staff to disseminate nursing/facility Policy and Procedure, keep them up to date with pertinent information and afford them the forum for communication;

Completes probationary and annual evaluations for assigned personnel;

Ensures that standards of nursing practice are met during the performance of duties by subordinate staff;

Participates in Facility/Departmental Continuous Quality Improvement (CQI) program;

Responds to all emergencies and administers cardiopulmonary resuscitation according to facility policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional nursing principles and techniques and their relation to medical and surgical practices; good knowledge of clinical management and supply distribution practices; good knowledge of facility policies and procedures and ability to enforce same; skill in the application of nursing techniques; skill in using computer applications such as calendar, e-mail, or database software; ability to supervise the administration of the therapeutic measures prescribed; ability to secure the cooperation of others; ability to plan, lead, supervise and evaluate the work of others; ability to develop, in a logical manner, technical instructions and to impart these to others both orally and in writing; good powers of observation; mental alertness; thoroughness; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a valid license and current registration* issued by the New York State Education Department as a Registered Professional Nurse, and either

- (A) Three (3) years of licensed nursing experience, one (1) year of which shall have included supervising the work of certified, licensed or registered nursing personnel; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with Bachelor's Degree or higher in Nursing and two (2) years of experience in licensed nursing activities, one (1) year of which shall have included supervising the work of certified, licensed or registered nursing personnel.
- (C) Completion of one-year traineeship in the title of Nursing Care Supervisor.

SPECIAL REQUIREMENT: *Must maintain registration in good standing in order to remain in position.