

POSITION DESCRIPTION

Position Title: Registered Nurse Supervisor
Status: Full Time, Exempt
Reports to: Program Director

General summary:

Responsible for directing and staffing RN, LVN, Rehab Aides and Health Aides to provide participant care in a safe and effective manner. Responsible for synthesizing participants/families and nursing documentation (assessments, treatment/individualized plan of care, monthly documentation).

Essential Job Functions

- Provides, directs, and coordinates participant care appropriate to the adult (18-65 yrs. old) and the geriatric patient (>65 yrs. old) population including assessment, planning of care collaboratively, implementation of plan of care/treatment plan/orders, evaluation of effectiveness and documentation.
- Applies and directs the application of regulatory documentation and mechanisms (Title 22, CA Department of Health and Human Services, Department of Aging, etc.) consistently. Documentation includes but is not limited to: initial 6 month assessments, implementation of individualized plan of care, physician orders, medical holds, Medi-Cal documentation, evaluation of effectiveness and documentation. Manage records/TARS-IPC processing to ensure compliance with legal/regulations. Participate in case conferences.
- Integration of participant care (per Title 22) standards and protocols into personal practice and assisting other RN's, Rehab Aides and Health Aides.
- Manage day-to-day Nursing Department operations; recruit/on-board clinical staff.
- Reliably completes RN activities including assessment of participant and documentation, synthesis of participant data, collaborative planning with MD (as appropriate) and other members of multidisciplinary team, timely implementation of plan of care/orders or delegation of appropriate tasks, ongoing evaluation of participant progress and communication with a high degree of accuracy and timeliness.

Minimum Requirements:

- CA active and unrestricted RN license required.
- Experience in Home Care, Rehab Nursing, or Geriatric Nursing is preferred.
- In education and associated experiential background.
- Provide strong- administrative/nursing leadership.
- Experience processing TARS-IPC preferred.
- Bilingual (English/Spanish) preferred

- Strong supervisory skills, excellent written/verbal communication, interpersonal - organizational skills required. Strong computer skills. Ability to demonstrate effective communication, interpersonal skills, organizational ability, knowledge of proper body mechanics, safety measures and infection control.
- Position requires multi-tasking.

Physical Demands:

- The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential and non-essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.
- Employees may need to assist participants to transfer to or from a wheelchair to chair
- Employees may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.)
- Employees must be able to assist participants in emergency situations when needed.
- Must be able to push wheelchair participants up to 250#.
- Must be able to assist clients up to 200# in ambulation.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

Work environment:

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled
- Lots of flexibility and spontaneity required

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

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medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to SoCalSeniors.HR@gmail.com.