

**POSITION DESCRIPTION**

**Position Title: Registered Nurse Supervisor**  
**Reports to: Program Director**

**Status: Exempt**

**General summary:**

The Nursing Supervisor is responsible for overseeing and providing direct care services including nursing/clinical care, personal, nutritional, social, and restorative care in ADHC operations and other areas throughout the program as appropriate. The Nursing Supervisor is also responsible for orienting and training direct care staff to promote their ability to provide the highest quality of participant care in a safe and effective manner.

**Essential Job Functions**

- Provide oversight and instruction to Program Aides; Coordinate and collaborate with the Program Operation Manager and Activities Supervisor to address daily staffing needs for adequate floor coverage.
- Reliably completes RN activities including initial assessment of participant and documentation; dispensing medications; monitoring blood sugars; flushing catheters; clarifying medical concerns with physician and family; maintaining charting on nursing flow sheets; performing quarterly reevaluations of participants; communicating change of condition to physician, family or caregiver; ongoing evaluation of participant progress; communicating, documenting and implementing changes in the plan of care with a high degree of accuracy and timeliness
- Foster an atmosphere of collaboration with the other members of the multidisciplinary team to promote the Center, and organizational efficiency, prompt problem resolution and enhanced quality of care.
- Maintains participant privacy and confidentiality in compliance with HPPA laws

- Participate in professional practice activities like standard development/revision, incorporation of new standards into practice, education/in-service, performance improvement center orientation to LVN's, program aides and consultants to HAACW
- Participate in case conferences and supervise Nursing Department operations.
- Ensure timely response of Program Aides to participants' needs mealtime, fluids and meal recording
- Implement direct care staff adherence to all agency policies and procedures
- Ensure direct care staff documentation is completed accurately and timely
- Provide direct participant care and other related duties as needed
- Provide first level support as a patient services liaison to research issues surrounding complaints, and then communicating findings to Program Director
- Anticipate patient issues to circumvent challenges and deliver unsurpassed participant care
- Prioritize tasks to ensure optimum services to participants as requests and needs change

**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.
- 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. .

**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 250lbs.
- Must be able to assist participants up to 200lbs. 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 Associate 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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The Associate 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 Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

To Apply: All applicants MUST submit a cover letter and resume to [SoCalSeniors.HR@gmail.com](mailto:SoCalSeniors.HR@gmail.com) to be considered for this position.