

Position Description

Position Title:	RN Shift Supervisor						
Department:	Health Center						
Reports To:	Director of Nursing						
Job Code:	10025	Status:	Exempt	Grade:		EEO-1:	2
Date:	7/1/2015	Reviewed By:					
Revision Date:		Revisions Reviewed By:					

POSITION SUMMARY:

Under the supervision of the DON the Shift Supervisor assumes responsibility and accountability for assigned core programs. Leadership is provided to all nursing staff through daily oversight of nursing care within the assigned shift(s). Shift Supervisors adhere to the standards of care, manage the environment to maintain resident/patient safety, and supervise the resident/patient care activities performed by RNs, LPNs and Nursing Assistants. May act on behalf of the DON in her/his absence. Follows all Center policies and procedures and performs duties as defined by the State Nurse Practice Act.

REPORTING RELATIONSHIPS:

Oversees all nursing staff of an assigned shift, limited number of employees.

ESSENTIAL FUNCTIONS:

1. Supervisory Responsibilities
 - Makes daily work assignments.
 - *Directs the work of employees.
 - Schedules lunch and rest breaks
 - Authorizes early departure from work.
 - Authorizes overtime.
 - Reassigns employees from one area to another area as center needs dictate.
 - Prepares written evaluations of assigned employees.
 - Enforces center policies with authority to issue Disciplinary Action Reports as needed.
 - Authority to suspend employees for rules violation.
 - Initials time records to authorize variances.
 - Interviews applicants that will be assigned to his/her area of responsibility.
 - Receives and handles employee complaints.

- *Participates in training programs and assists in orientation of new staff.
 - Review all daily physician Orders check follow through
 - Attends standup and reviews 24-hour report
 - On call as scheduled
 - Assist with resolution of resident/family concerns
2. Responsible for overseeing assigned Center core programs
 3. *Complies with laws and regulations applicable to position and act in accordance with Center Health Services, Inc.'s Compliance Program.
 4. Treats all residents, visitors, and staff with courtesy.
 5. *Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.
 6. Follows center dress and hygiene policies.
 7. Safety
 - Knows and follows center rules.
 - *Demonstrates proper use of equipment. Reports equipment needs or repairs.
 - Follows center-smoking policies.
 - Reports and documents any incidents or accidents of residents, staff or visitors to the appropriate center personnel.
 - Reports all hazardous conditions/equipment to Supervisor.
 - *Performs duties, which may include transportation of residents, as assigned in Center Disaster Plan.
 - Uses required protective equipment.
 - Follows infection control standards, policies and procedures.
 8. Resident Rights
 - Knows Resident Rights. Helps the residents/patients exercise and/or protect their rights.
 - Reports resident/patient complaints to management.
 - Maintains confidentiality of resident/patient information.

Other Duties:

- Participates in evening manager program as assigned
- Support and assist with Mentor and Greeting programs
- *Participates in all-hands dining.
- *Performs other duties as directed by center management.
- *Participates in marketing events.
- *Works overtime, holiday and weekend hours as scheduled.

MINIMUM QUALIFICATIONS:

Education: Possesses a current license to practice in the State as an RN.

Experience: At least one year of prior supervisory experience preferred. Prior experience working in a long-term care center required.

Skills, Knowledge and Abilities: Ability to relate positively, effectively and appropriately with residents, families, community members, volunteers and other center staff. Possess special interest in, and a positive attitude about, working with long-term care residents and the elderly. Ability to read, write, speak and understand English. Meets all health requirements, as required by law. Knowledge of long term rules and regulations. Proficient in Microsoft Office version 1997, 2000 or XP, E-mail, Outlook, Internet Explorer.

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ENVIRONMENTAL AND PHYSICAL REQUIREMENTS:

The responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stooping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and /or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date