

## Pleasant Acres Nursing & Rehabilitation Center Job Description

**EEO Classification:** Professional

**Position held by:**

**Job Title:** Nursing Supervisor 11-7a (RN)

**Revision Date:** 11/01/2009

**Status:** E7

**Full time**  **Part time**

**Department No:** 48

**Department Name:** Nursing

**Reports to:** ADON/DON

**Director's Name:** Amy Bare

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### POSITION SUMMARY

Assume responsibility for the daily operation of Nursing Service on a specific tour of duty and on specific units. Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines that pertain to long-term care. Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.

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**Job Title: Nursing Supervisor**

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**ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES**

1. The nursing supervisor shall bear full and ultimate responsibility for his/her actions.
2. Evaluate daily, the quality of nursing services provided for residents and recommend methods to increase effectiveness.
3. Must be able to relate information concerning a residents' condition to the physician and the family.
4. Must possess the ability to make independent decisions when circumstances warrant such action.
5. Must be able to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
6. Act as a resource person for all staff members, providing guidance, direction and assistance.
7. Must be able to seek out new methods and principles and be willing to incorporate them into existing nursing practice.
8. Interpret nursing service needs and communicate to ADON/DON.
9. Communicate and implement all administrative directives to nursing personnel.
10. Accept personal accountability for administrative and clinical practice.
11. Compile performance evaluations for nursing personnel.
12. Will perform disciplines in a timely manner.
13. Participate in committees as assigned.
14. Attend continuing education programs relating to responsibilities of position and professional growth.
15. Maintain and enforce department and facility procedures, fire prevention and safety standards.
16. Employment is contingent on successful completion of the pre-placement physical and criminal background check.

Other reasonable duties as assigned by supervisor

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the Employee Handbook.

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**NON-ESSENTIAL DUTIES**

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

Filing, Copying, Answering phone

## PHYSICAL AND MENTAL JOB REQUIREMENTS

**Job Title:** Nursing Supervisor

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

### 1. Schedule

- |                                     |           |                                     |               |                                     |             |
|-------------------------------------|-----------|-------------------------------------|---------------|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | Full-Time | <input type="checkbox"/>            | Day Shift     | <input checked="" type="checkbox"/> | Weekends    |
| <input type="checkbox"/>            | Part-Time | <input checked="" type="checkbox"/> | Evening Shift | <input type="checkbox"/>            | Night Shift |

### 2. Supervision Level

- Extremely Close Supervision
- Moderate Supervision
- Minimal Supervision

### 3. Initiation of Work

- Supervisor Will Direct to Next Task
- Initiation Helpful, but Not Necessary
- Must Initiate Own Work

### 4. Independence

- Supervisor Will Cue on a Frequent Basis
- Ability to Complete Assignments with Moderate Oversight Required
- Ability to Complete Assignments with Little Oversight Required

### 5. Work Routine

- Routine Never Varies; Structure is Tight
- Occasional Routine Change; Generally Planned in Advance
- Routine Changes Often; Little Structure to Task Sequence

### 6. Rate of Work

- Fast Pace
- Moderate Pace
- Slow Pace

### 7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

### 8. Communication – English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

**9. Functional Reading – English**

- Fluent Reading
- Simple Reading
- Recognition of Signs/Symbols
- No Reading Skills Required

**10. Hearing**

- Ability to Hear Required
- Hearing Not Required

**Seeing**

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

**11. Functional Math**

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

**12. Interaction with Customers**

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

**13. Appearance Requirements**

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

**14. Time**

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**15. Orientation (Familiarity with Surroundings)**

- Work Area
- Room Only
- Building Only
- Several Blocks From Building

**16. Mobility Skills**

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

**17. Sitting**

- 75% - 100%
- 50% - 75%

**Standing**

- 25% - 50%
- Less than 25%
- 75% - 100%
- 25% - 50%
- 50% - 75%
- Less than 25%

**18. Bending**

- Knees and Waist
- Knees Only
- Waist Only
- No Bending Required

**19. Lifting**

- |                                     |                      |                          |                     |
|-------------------------------------|----------------------|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | Greater than 50 lbs. | <input type="checkbox"/> | Less than 10 lbs.   |
| <input type="checkbox"/>            | 10 - 30 lbs.         | <input type="checkbox"/> | No Lifting Required |

**20. Reaching**

- |                                     |                     |                          |                      |
|-------------------------------------|---------------------|--------------------------|----------------------|
| <input type="checkbox"/>            | Greater than 6 Feet | <input type="checkbox"/> | Less than 2 Feet     |
| <input checked="" type="checkbox"/> | 2 – 6 Feet          | <input type="checkbox"/> | No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all responsibilities and duties required of the job incumbents.