**United Methodist Homes**

**Job Description**

**Job Title:** RN Nursing Supervisor/Unit Manager

**Department:** Nursing Home

**Reports To:** Director of Nursing/Assistant Director of Nursing

**FLSA Status:** Non-exempt

**Summary** Oversees the continuity of care of the residents in the Nursing Home while supervising the nursing activities performed by charge nurses, certified nursing assistants and all other nursing non-licensed staff during an assigned shift.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Receives report from the off going shift nursing supervisor and provides report to oncoming nursing supervisor

- Makes routine rounds on all units at the beginning and end of his/her scheduled shift

- Observes, evaluates and assesses residents' physical and emotional status to ensure their needs are met as indicated

- Assists with nursing staff concerns and takes appropriate action with physicians, other disciplines, residents, family members and nursing staff

- Ensures the resident care plan is updated with any new problems or concerns and is followed

- Documents information in a descriptive manner that reflects the care provided to the resident as well as the resident's response to care

- Assists with nursing staff assessments and takes appropriate action with physicians, other disciplines, residents, family members and nursing staff

- Ensures the unit environment is safe and in accordance with rules, regulations and guidelines governing current infection control practices

- Completes all appropriate documentation with regards to resident, employee or visitor accidents/incidents

- Informs Unit Manager of changes in resident condition (Supervisor)

- Assists in feeding of residents during meal time when working 7-3p or 3-11p shifts

- Responds to all resident, family, visitor and staff complaints in a timely manner. Documents all investigations required and communicates to nurse management

- Monitors medications pass and treatment procedures

- Informs Director of Nursing Services/ Assistant Director of Nursing Services of all pertinent departmental issues

- Establish and maintain effective communication with inter-departmental personnel

- Completes all assigned Quality Assurance audits

- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc.)

- Attends all mandatory in-services and seminars for continuing professional education

- Maintains confidentiality with all resident information in accordance with HIPAA Guidelines

**Supervisory Responsibilities**

Manages subordinate supervisors (Charge Nurses) who supervise Certified Nursing Assistants on the nursing units. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities

include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Education, Experience, & Requirements**

* Associate's degree (A. A.) or equivalent from two-year College or technical school in nursing
* Progressive professional experience in long-term care nursing supervision / management
* Current knowledge and practice of accepted standards of professional nursing practice
* Working knowledge of Pharmacology
* Extensive knowledge of the RAI process
* Extensive knowledge of Quality Measures
* Working knowledge of Medicare Part A and Part B payment systems
* Must demonstrate competency in skills and techniques necessary to care for residents’ needs as identified through resident assessments, and as described in the plan of care

**Language Skills** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents and/or family members or employees of organization.

**Certificates, Licenses, Registrations** Must possess an active license to practice as a Registered Nurse in the state of New York (HT & EC) or Pa (WV & TM)

**Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit and taste or smell. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

**Work Environment The work environment characteristics described here are 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.**

While performing the duties of this Job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_,