

## JOB DESCRIPTION

**TITLE OF POSITION: NURSING SUPERVISOR**

**TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH**

<b>DUTIES OF POSITION</b>
Maintains the quality of client care in accordance with the Agency's objectives and policies, through planning, coordination, and implementation and evaluation of the home health services provided

<b>POSITION RESPONSIBILITIES</b>
1. Coordinates and schedules the daily work load of each district utilizing Agency personnel to their fullest capacity
2. Provides daily supervision of district nurses and Home Health Aides to ensure the quality of services and maintenance of standards
3. Reviews and investigates the clinical content, diagnoses, medical history, medications, fee status and other procedures from the records of clients
4. Directs staff toward the appropriate use of community resources
5. Appraises staff performance during their probationary period and annually with the Director of Nursing, provides the teaching and counseling necessary to enhance the delivery of services and the professional development of nursing and health aide staff
6. Identifies and evaluates client needs and appropriateness of home care by reviewing the initial intake screening form before assignment of direct care staff
7. Participates in community related functions as necessary
8. Assists with the orientation of new professional staff to familiarize them with Agency policies and procedures
9. Sees clients in the home setting as needed
10. Participates in audits, U.R. interdisciplinary team conferences and represents agency in the community as requested
12. Reviews each nurse's schedule for recertification, discharges, and aide supervisory visits
12. Reviews weekly schedule submitted by nurses for changes or updates
13. Fills out the client's re-hospitalization referral/admission form sheet daily and submits it to the intake department with recertification date
14. Performs other duties as directed by the Administrator or Director of Nursing
15. May be requested by Director of Nursing to fill in for the other supervisory staff when necessary

**JOB CONDITIONS**

1. Position is stressful in terms of meeting deadlines.
2. Primarily a desk job which involves minimal and occasional lifting of medical supplies and charts.
3. On occasion, one may be required to bend, stoop, reach and move client weight up to 250 pounds lift and/or carry up to 30 pounds.
4. Travel is required to and from client's home when supervision of care is scheduled.
5. The ability to communicate well, both verbally and in writing is required.
6. The ability to access clients' homes which may not be routinely wheelchair accessible is required.
7. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care.

**EQUIPMENT OPERATION**

Use of multi- line telephone, calculator and medical nursing equipment, i.e., glucometer, etc.

**COMPANY INFORMATION**

Has access to all client medical records and client financial accounts which may be discussed with Director of Nursing, the Administrator, the Executive Director, the Director of Finance, and the Quality Assurance Department. Has access to department's staff personnel records

**QUALIFICATIONS**

1. Must be a graduate of an accredited School of Nursing
2. Must be a Registered Nurse licensed by the state
3. Minimum of two (2) years of experience as a professional nurse in a Home Health Agency
4. At least one year of managerial responsibilities

**ACKNOWLEDGMENT**

**Employee Signature**

Date