

## Nursing Supervisor

### GENERAL SUMMARY

Primary functions of the job are to supervise, implement, and evaluate home health care, foot care, medication management, and respite care for clients of the Commission on Aging. Responsibilities include the supervision of Certified Nurse Assistants (CNA) and Licensed Practical Nurses (LPN) to provide excellent customer service consistent with the policies of the Commission on Aging. Expectations include excellent management skills to motivate, train, and support staff working in the field. The Nursing Supervisor is responsible for in home assessments, creating client care plans, and coordinating with outside agencies for Purchase of Service (POS) clients and outside vendors for supplemental nursing services.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position requires travel by the employee in the employee's own vehicle and includes mileage reimbursement.

Reports directly to the Director of Commission on Aging.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- The Nursing Supervisor is responsible for the supervision of the Certified Nurse Assistants and LPNs in the field who perform home health care, foot care, and medication management.
- The Nursing Supervisor will hire, train, coach, review, evaluate, and discipline staff while establishing and evaluating appropriate performance standards in accordance with the program's objectives.
- Ability to manage an emergency in the field while directing staff.
- Familiarity with person centric care is required.
- Responsible for entering biweekly payroll for staff under his/her supervision.
- Monitoring of all required license renewals and monitoring of certifications for LPNs and CNAs.
- Must work collaboratively and communicate well with the Program Supervisor of the Homemaker Aide and Home Chore program, and the Social Worker. COA clients frequently receive multiple services.
- Oversight of quality assurance of services and safety precautions, while assuring consistency in care.
- Ensures that personnel are trained and knowledgeable of all policies and procedures and advises personnel of changes. Conducts training sessions with staff as needed.
- Back up scheduling of services for clients, including home health care services, foot care, and related services, in the absence of the scheduler.

**Grand Traverse County, MI**  
**Job Description**

- Assists in identifying high risk clients. Schedules and performs in-home visits and assessments to evaluate physical and environmental complexity, and how the client can benefit from COA services.
- Reviews and evaluates any need for change in care to include decreasing or increasing services.
- Provides information to interested parties on program requirements and services.
- Coordinates with outside agencies to assist with obtaining services for clients.
- Reviews and approves time sheets, mileage reimbursement requests, and similar documents for staff.
- Compiles statistical data. Prepares reports on program activities and expenditures. Monitors program activities against annual goals and objectives.
- Reviews paperwork; assists and instructs staff with completing paperwork and reports accurately and completely.
- Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.
- Works with Director to ensure compliance to budgetary guidelines for program.
- Provides back-up assistance to other staff and supervisors of the Commission on Aging

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Graduate of an accredited school of nursing
- Two to four years of experience as a registered nurse, including some experience leading or supervising health care staff.

**CERTIFICATIONS, LICENSES**

- Registered Nurse licensed in the state of Michigan in good standing and without restrictions.
- Requires a valid driver's license and personal vehicle insurance.
- CPR certified

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity.

### **DISTINGUISHING CHARACTERISTICS**

Work requires evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Regular communications with other employees and the public, as well as the handling of difficult people is expected. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could affect others outside of a department.

Compared to the RN or LPN classifications, supervises program staff.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to risk of infectious diseases.
- May occasionally be required to lift/move up to 100 pounds.
- May occasionally be required to transfer 200 pounds (such as transferring clients).

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of human body and ability to recognize deviations from the normal
- Knowledge of the problem-solving process utilized in the provision of routine nursing services
- Knowledge of nursing theory and skills
- Advanced knowledge related to the Commission on Aging and relevant programs
- Ability to detect errors, determine causes, and make corrections as appropriate
- Ability and commitment to learn skills and principles of nursing necessary to carry out assigned functions and responsibilities
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in use of personal computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies. Sensitivity to the needs of older adults.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees

## Grand Traverse County, MI Job Description

- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently