



COMPANY: Windward Home Health

JOB TITLE: Nursing Supervisor

REPORTS TO: Director of Patient Care Services

EMPLOYMENT STATUS: Full-Time, Hourly

FLSA STATUS: Non-Exempt

DEFINITION: The Nursing Supervisor is responsible for overall patient care operations and supervising assigned personnel. In accordance with standards of practice, they are also responsible for patient initial and on-going assessments. He/she works with staff and patients in the development and implementation of the plan of care and evaluates its effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrates support for the agency mission statement to promote quality, efficient, comprehensive, compassionate, and effective patient services.
2. Serves as alternate in the absence of the Director of Patient Care Services.
3. Available on premise or immediately available via telecommunications to supervise. Is available during working hours and as assigned.
4. Participates in and supports the agency Performance Improvement Committee activities.
5. Participates in employee orientation, competency testing, and in-services.
6. Uses effective communication skills to follow-up on complaints by patients or personnel.
7. Supervises and supports the coordination of home health care patient services.
8. Maintains confidentiality of patient, employee, and home health care operations.
9. Keeps all records up to date, organized, and ready for inspection at any time.
10. Promotes compliance with all agency standards, policies, and procedures.
11. Promotes patient, personnel, and office safety precautions.
12. Participates in clinical record review and works with personnel to initiate needed changes to maintain records in accordance with regulatory requirements.
13. Makes staff patient care assignments in such a manner that assignments provide adequate and appropriate patient care.
14. Provides direct care, treatments, assessment, and education to patient and family in accordance with the Plan of Treatment as needed.
15. Serves as a role model by being actively involved in patient service as needed, including visits and assisting personnel in the development of plans of care.
16. Performs Quality Assurance (QA) duties by reviewing all admissions, visit notes, transfers, discharges, and plans of care to ensure that they meet agency policy and procedures and standards of practice.
17. Monitors patient progress, coordination of services, expected outcomes, and assists the personnel in addressing variances.

18. Serves as a liaison between patient and physician if needed.
19. Demonstrates nursing skills related to home health care practices.
20. Facilitates referrals to other agencies when needed.
21. Supervises Licensed Vocational Nurses including all aspects of training (if provided), competency testing, direct observation and documentation review, and in-service training
22. Represents the agency at community functions and/or participates in public speaking engagements to various organizations, physicians, and other interested parties.
23. Participates in the development of the annual program evaluation and strategic plan.
24. Participates in recruitment and onboarding of new personnel as delegated.
25. Evaluates assigned personnel performance and provides corrective action if needed.
26. Participates in on-call duties as assigned.
27. Presents a professional appearance and promotes a positive work environment.
28. Performs other duties as requested.

QUALIFICATIONS:

1. Possess and maintain a current license issued by the California Board of Registered Nursing.
2. Bachelor's degree from an accredited school of nursing.
3. Possess two years of professional nursing experience within the last five years, home health experience preferred.
4. Maintain CPR certification.
5. Possess effective communication skills and ability to lead a team of personnel with a variety of backgrounds and educational experiences.
6. Possess knowledge of home health care regulations and procedures preferred.
7. Sufficient background knowledge and expertise in clinical decision-making for the patient population serviced by the agency.
8. Possess good time management and work ethic skills.
9. Possess a current driver's license and clean driving record.
10. Reliable transportation and ability to drive to patient homes.
11. Ability and willingness to travel throughout San Diego County during work hours as dictated by position needs, including visiting our San Diego and San Marcos office locations.
12. Self-directed with ability to make independent patient service judgments.
13. Demonstrate computer skill proficiency, including the use of: PC and/or laptop computers, cell phone, MS Office Suite, home health software.
14. Ability to pass a background screening, TB testing, drug testing, and health assessment

WORKING CONDITIONS:

Many of the essential functions of this position are characterized by physical work requiring such physical activities as standing, pushing, pulling, stooping, kneeling, crouching, and reaching. Ability to provide incidental transportation using your vehicle or a patient's vehicle may also be required. Ability to adapt to various living environments and locations. Possible exposure to environmental allergens.

Please note this job description does not constitute a contract of employment and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Windward Home Health reserves the right to modify job duties or job descriptions.

CERTIFICATION OF APPLICANT:

I fully understand this description and acknowledge that it may be revised by my employer at any time. I represent that I am fully qualified to perform the position described and can, with or without reasonable accommodations, perform the essential functions. Please list any accommodation necessary to enable you to perform the essential functions of this position:

I understand any misrepresentation, falsification or material omission of information in this certification or my employment application may result in denial of employment or immediate dismissal.

Employee Signature: _____

Date: _____