

**Northwest Colorado Health
The Haven Assisted Living
Nurse Caregiver Supervisor**

General Statement of Duties:

Responsible for the planning, direction, coordination, general supervision, and management of caregivers and QMAPs. Ensures care staff adheres to established policies and supervises caregiver and QMAPs providing feedback as necessary. Identifies and interprets resident needs and manages the services to achieve community and regulatory goals and standards.

Supervision Received: Reports to the Director of The Haven.

Supervision Exercised: Provides supervision to Caregiver staff and QMAPs.

Essential Functions:

1. The person in this position is responsible, with the Admin Assistant, for The Haven operations in the absence of the Director. It is necessary for the person in this position to understand the overall administrative operations of The Haven.
2. In compliance with The Haven's policies, is responsible for interviewing, hiring, developing, supervising, and following the performance management policy with assigned staff.
3. Establishes and ensures that staffing levels and scheduling patterns are adequate and meet both regulatory standard and resident needs.
4. In coordination and/or directed by the Director:
 - a. Investigates and documents incidents, identifies safety hazards, and institutes corrective action in a timely manner.
 - b. Investigates and ensures completion of internal and state-required incident reports including completion of appropriate interventions in a timely manner
 - c. Contributes to Haven's Quality Management Program. Initiates risk management action plans to ensure quality care goals are met.
 - d. Initiates and coordinates discharge planning process for residents.
5. Performs new pre-admission needs-based assessments of all potential residents.
6. Responsible for initiating resident-centered care plans. Continuously evaluates and updates resident-centered care plans with input from the residents, families, and The Haven team.
7. Listens to resident, family, and/or physician concerns and initiates corrective action.
8. Takes a proactive role to promote person-centered care and culture change initiatives.
9. Ensures implementation of departmental policies and procedures. Interprets departmental policies to all appropriate individuals as needed.
10. Schedules and chairs care conferences with all residents, families, and other appropriate staff.
11. Coordinates with external services to ensure the effectiveness and needs of a resident's care plan are being met.
12. Performs necessary duties such as compliance with physician orders, MARS.

13. Helps to plan staff training programs for The Haven team.
14. Exhibits confidence in self and others by inspiring and motivating the team to perform well.
15. Attends all required trainings and community meetings
16. Ability to effectively handle difficult and sensitive issues and maintain confidentiality.
17. Responsible for encouraging, participating, and integrating initiatives by supporting successful aging and person-centered programs and culture.
18. Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers.
19. Contributes to the overall agency goals and North Star/program planning as aligned with our strategic plan.
20. Performs other duties as assigned

This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Associates Degree in Nursing by a school accredited by the National League of Nursing or equivalent combination of degree required or LPN. Bachelor's Degree preferred. In possession of, or ability to acquire Assisted Living Administrator Certification preferred.

Experience:

Three years previous caregiving experience either in Assisted Living or other health care setting required, five years preferred. QMAP Certification required, CPR and First Aid certifications required. Previous experience managing a team required.

Requirements:

1. QMAP certified
2. CPR Certification.
3. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
4. TB testing and annual screening if previously tested positive.
5. Must have computer processing and electronic medical database experience
6. Must have excellent written and verbal communication skills.
7. Must be able to read, write and speak the English language.
8. Must possess excellent customer service skills.
9. Willing to work beyond normal working hours, on weekends, holidays, and in other positions temporarily, when necessary.

Skills:

1. Daily standing, squatting, walking, bending, and maneuvering in spaces which are not barrier-free.
2. Must be able to lift 25 pounds and be able to perform frequent bending, crouching, grasping, handling, kneeling, lifting, pulling, pushing, reaching, stooping, squatting, twisting and assist with a two person lift.

Knowledge:

1. Must have knowledge of practices and procedures of caregiving care sufficient enough to follow accepted practices.

2. Must be committed to and have knowledge of the philosophy, mission, and goals of the agency.

Abilities:

1. Can read and interpret basic instructions as well as respond to them, verbally and in writing.
2. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
3. Can elicit information from residents.
4. Can plan and implement one's work schedule.
5. Communicates effectively with coworkers, presents a favorable image of the facility and maintains a prompt, professional and favorable image when responding to families, physicians and other agency employees.
6. Must be able to provide non-technical care of residents while demonstrating a compassionate interest in meeting resident's needs. This individual must become familiar with and adhere to policies and procedures connected to the performance of his/her duties and employment.

Equipment:

1. Equipment to be utilized may include vacuum cleaner and household appliances.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the Haven and are to be used only as directed on product label.

Working Conditions:

1. Position is in a well-lighted, accessible facility.
2. May need to work evenings, weekends, and holidays.
3. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____