

SUPERVISING NURSE (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for maintaining high standards of professional nursing services in the operation of a department, with special emphasis on patient care and treatment and on the supervision, instruction, and coordination of nursing personnel. The work is performed under direct supervision, with some latitude allowed for carrying out specific duties, making assignments to subordinates and the supervision of the nursing staff. Incumbent may be required to work additional hours when necessary to meet patient and staffing requirements. Does related work as required and assigned.

TYPICAL WORK ACTIVITIES:

Performs multiple weekly client visits;
Carries out therapeutic treatments as ordered by the physician;
Collaborates with medical staff in the care and treatment of patients;
Instructs and assists the prescribers and nursing team on nursing problems, clinical techniques and related activities;
Trains new medical clinic staff;
Completes required documentation and maintains client records;
Supervises the activities of and instructs professional subordinates, while promoting morale of nursing personnel;
Performs a variety of personnel and clinical department activities and supply distribution activities;
Assists in the formulation and execution of policies and procedures;
Fosters and maintains good relationships with medical staff, department personnel and other referring community agencies for care coordination;
Works with the client's physician formulating a plan of care directed at meeting the client's medical, psychosocial, and safety needs;
Makes referrals to other disciplines, programs, agencies, or county entities to maximize client health and independence;
May prepare and maintain a variety of records and reports;
Works as a team member in promoting excellence in nursing standards.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of professional nursing techniques and their relation to medical practices, and skill in their application; good knowledge of facility operations and supply distribution practices; ability to supervise the administration of prescribed therapeutic measures; ability to secure the cooperation of others; ability to plan and supervise the work of others; ability to understand and carry out technical, oral and written instructions; good observation; mental alertness; thoroughness; cheerfulness; patience; emotional stability; empathetic attitude towards patients, tact and courtesy; integrity; good judgment.

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.

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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 required to sit, bend, stoop, pull and push, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, stand for long periods of time, talk and hear.

The employee must occasionally lift and/or move up to 75 pounds and position clients if needed. Specific vision abilities required by this job include close vision and the ability to adjust focus and visually observe clients.

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.

The noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree or higher in Nursing, and one (1) year of experience in professional nursing activities including supervisory experience;
- OR**
- B. Possession of an Associate Degree in Nursing and two (2) years of experience in professional nursing activities, one year of which shall have been in a supervisory position;
- OR**
- C. Any equivalent combination of training and experience as indicated in "A" or "B" above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS; Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of license at the time of appointment.

Note: Your degree must have been awarded by a college or university accredited by the regional, national, or specialized agency recognized as an accredited agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.