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## Nursing Supervisor – Full & Part-Time Vacancies!

### Description

The Nursing Supervisor position plans, assigns and reviews the work of lower level professional and technical nursing and patient care staff in multiple units on an assigned shift. Work includes performing administrative functions and coordinating all care provided to patients on assigned units.

### SUPERVISION RECEIVED

This position reports directly to the Assistant Director of Nursing and/or Director of Nursing.

### SUPERVISION EXERCISED

This position exercises supervision over the following job classifications: Registered Nurse (RN), Licensed Practical Nurse (LPN), Unit Clerk, and Certified Nurse Aide.

### Responsibilities

Assigns nursing staff to floor units and determines need for additional personnel because of staff vacancies or absences. Secures additional staff by scheduling relief personnel or contracted pool agencies.

Consults unit nurse regarding patients' medical and social status, and problems encountered in providing patient care and determines need for reassignment due to staff shortages, breaks, emergencies, patient census or other situation. Follows established seniority rules in making such reassignments.

Makes rounds with medical staff and checks and carries out physician's orders.

Prepares records and discusses patient(s) progress with physicians and relatives.

Monitors the quality of patient care provided through observation, discussion and review of charts and other records.

Reviews patient care plans, including medical records, medication sheets and nursing and staff notes for overall adequacy of plan and any needed changes.

Makes rounds to observe patient(s) status and general condition.

Identifies any evidence of problems, need for facility or equipment cleaning, maintenance or repair, or other action required.

Assists unit nursing staff in the direct provision of patient care services and/or the direction of unit patient care activities, this includes but not limited to passing medications, completing admissions, performing treatments, etc.

Maintains liaison with supervisory staff and personnel in other services on the shift.

Coordinates nursing care needs and support requirements with those of related but different fields, such as therapy, pharmacy, social services, etc.

### Hiring organization

Gracedale Nursing Home

### Employment Type

Full-time, Part-time

### Job Location

2 Gracedale Avenue, 18064-9213, Nazareth, PA

### Base Salary

\$ 72,754.00

### Date posted

October 25, 2022

### Apply

APPLY

Works with medical staff for establishment and review of long term patient care plans.

Reviews patient care records, including medical records, medication sheets and nursing and staff notes and discusses with subordinate staff the overall adequacy of plan and any needed changes.

Completes charts, census reports, medication use, and other reports required by facility, State or Federal regulations and/or as a condition for reimbursement.

Coordinates provision and accomplishment of non-nursing services, depending on shift assignment and determines need to notify medical, administrative or other staff of particular situations, depending on shift assignment.

Evaluates subordinate staff performance. Receives complaints from employee review situation and resolves issue or refers to others for resolution.

Gives oral and/or written warnings for disciplinary cases and assesses overall nursing staff strengths and/or weaknesses in providing such care.

Identifies need for training, revised practices or referral to higher level personnel. Demonstrates standard operations and practices to new nursing care personnel.

Answers questions and otherwise advises and assists staff in providing care, especially more difficult situations.

Supervises staff and assures survey compliance on a daily basis and provides guidance and support to staff to better plan departmental work flow.

Assists in survey compliance and quality assurance duties as assigned. Maintains incident reports according to policies and procedures.

Performs and directs fire drills and elopement drills, as well as any required emergency preparedness drills.

*\*An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed. The duties listed above are intended only as illustrations of the various types of work that may be 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.*

### **Qualifications**

**EDUCATION & EXPERIENCE** – Completion of a high school, or general equivalency, diploma; **AND**

Education equivalent to graduation from an accredited school of nursing; **AND**

Four (4) years of practical nursing experience, two (2) of which shall have been as a supervisory or charge nurse on a ward, floor or unit of an inpatient facility; **AND**

Possession of licensure as a Registered Nurse issued by the Commonwealth of Pennsylvania.

**OTHER REQUIREMENTS** – Applicants must be fully vaccinated against COVID-19, and present valid proof of vaccinated status, in order to be eligible for hire at Gracedale Nursing Home. According to the Centers for Disease Control

(CDC), people are considered fully vaccinated two (2) weeks after their second dose in a 2-dose series (such as Pfizer or Moderna vaccines), or two (2) weeks after a single-dose vaccine (such as Johnson & Johnson's Janssen vaccine).

Upon hire employee must have a drug screening and COVID-19 testing. Employees may also be periodically tested for COVID-19 as required or recommended. In addition, Gracedale Nursing Home will follow The Centers for Medicare & Medicaid Services (CMS) requirements with regard to booster(s) needed for workers in health care settings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of professional nursing principles, practices and standards.

Thorough knowledge of nursing methods and techniques commonly employed in inpatient nursing facilities.

Thorough knowledge of methods and techniques required for patient care documentation and reporting.

Knowledge of regulatory and other requirements for patient care coverage, patient-staff ratio, and related service provision matters.

Knowledge of supervisory principles and practices.

Ability to plan and oversee overall staff and work assignment, evaluate care provided and coordinate work efforts with other facility functions and operations.

Ability to establish and maintain effective working relationships with physicians, associates, other facility staff, and patients and their families.

Ability to instruct, correct and advise lower level nursing and patient care personnel in the performance of their duties.

Ability to keep records of activities and prepare reports from them.

Must possess the ability to prioritize tasks and work under highly variable conditions.

Must have excellent communication and interpersonal skills, both verbally and in writing.

Ability to read, write, speak, understand, and communicate in English to perform the duties of this position.

### **General Info**

#### **TOOLS AND EQUIPMENT**

Telephone, personal computer (including word processing and other specialized software), scheduling charts and blood pressure equipment, thermometers, patient record charts, syringe needles, blood glucose meter, surgical instruments, stethoscope, oxygen equipment, suction equipment, wound dressings, wound vac, specialty support surfaces, positioning devices, medication cards, machinery for inhalation therapy, calculator, fax machine, and copy machine.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear and must possess agility and strength sufficient to lift, support, and maneuver heavy patients of limited physical capacity, as well as provide care.

The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee divides time between office environment and patient care areas. Majority of duties are done on a nursing unit. Minimal office duty required.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check as well as job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**FLSA STATUS: FLSA NON-EXEMPT (ELIGIBLE FOR OVERTIME)**

**DESIGNATION: CAREER SERVICE**

**PAY GRADE: CS-29**

**UNION STATUS: NON-UNION**

### **Job Benefits**

**Full-time employees of the County of Northampton are afforded a package of benefits which includes the following:**

Medical Insurance  
Vision and Prescription  
Dental  
Life Insurance  
Retirement

#### **I. Medical Insurance**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Cost to the employee to participate in the plans varies by the coverage selection and number of dependents; and may be subject to collective bargaining, if a union member. The employee may also elect to opt out of the County's medical insurance if proof of coverage through the spouse's employer is provided. Under this arrangement, the employee is provided with an annual \$1,500.00 opt out payment.

#### **II. Vision and Prescription**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Copayments may vary, subject to collective bargaining, if a union member. Coverage under the vision plan varies and depends upon the employee's choice of doctor and frame selection.

### **III. Dental Coverage**

Coverage begins for the employee the first of the month following full-time employment for employees and their eligible dependents. Copayments may vary, subject to collective bargaining, if a union member.

### **IV. Life Insurance**

A life insurance policy is afforded to full-time employees beginning on the first day of employment, unless specified differently in a collective bargaining agreement. It remains in effect as long as the employee is actively employed and terminates upon resignation or retirement. \$20,000 is afforded to all eligible employees.

### **V. Retirement**

All full-time employees and part-time employees working more than 1000 hours per year qualify for County of Northampton retirement benefits, in which employees must contribute 5% of their earnings, and employees may choose to add additional voluntary contributions, not to exceed an additional 10%. Additionally, employees may participate in an optional deferred compensation plan [457(b)] which may provide present tax advantages and future retirement savings. Such arrangements are made directly with the providers and the County will administer payroll deductions only.