



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: RN Neighborhood Supervisor
LOCATION: Park View Health Center
HIRING RANGE: \$85,789 - \$95,321/Yr.
STATUS: Full time
HOURS PER WEEK: 40
WORK HOURS: 8:00 am – 4:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *December 2017*

POSITION TITLE: RN Neighborhood Supervisor
DEPARTMENT: Park View Health Center
PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Each RN Neighborhood Supervisor is assigned to lead resident care within one or more neighborhoods within Park View Health Center. RN Neighborhood Supervisors will maintain the mission of Park View Health Center by ensuring that residents receive the necessary care and services to attain or maintain their highest practicable physical, mental and psychological well-being.

RN Neighborhood Supervisors provide each resident with the nursing care and assessment for establishing interventions within a plan of care and in an environment which promotes maintenance or enhancement of their quality of life, all in accordance with Park View Health

Center's policies and procedures, Federal & State regulations, the Nurse Practice Act, and standards of nursing practice.

ESSENTIAL FUNCTIONS:

1. Ensures that the highest quality possible nursing care is provided daily on designated neighborhoods by enforcing a team concept in delivery of nursing care to all neighborhood staff; evaluating the neighborhood workload and routine and initiating changes as needed, communicating neighborhood goals, structure, and priorities in the delivery of care, effectively managing identified neighborhood concerns to develop solutions and implementing those changes to ensure an effective and productive neighborhood environment.
2. Manages the plan of care for each resident in designated neighborhoods. Effectively communicates regarding care planning with interdisciplinary team and holds care conferences to discuss and collaborate with residents, families, and health care representative. Completes MDS assessments to evaluate changes in resident condition and improve care plan goals.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures the staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Serves as the primary resource person for resident-focused questions or concerns in their designated neighborhoods by maintaining open communication, availability, and accessibility for neighborhood staff, all residents, resident family members, physicians and physician extenders, and community entities such as hospices.
2. Reviews and assesses identified resident and neighborhood concerns reported to them in a timely and thorough manner, by collaborating and critically thinking to form solutions, ensuring interventions to improve the concern are implemented, and problem-solving through a Interdisciplinary team approach.
3. Demonstrate flexibility in work hours and work assignments by maintaining the ability to adapt to a changing work environment and frequent interruptions. Works occasional weekends and holidays.
4. Organizes, participates, and manages resident-focused care conference meetings with an interdisciplinary team approach; reviews resident medications and treatment orders; reviews medication and safety equipment consents; reviews advanced directives; and discusses resident care plan goals to assess for revision.
5. Ensures resident care is delivered in accordance to the resident's written care plan.
6. Demonstrates professionalism in effective communication in all interactions. Communication will be courteous and respectful to maintain good customer service.
7. Serves as a point of contact for health care collaboration with health care agencies in the community to ensure all the resident's care is delivered effectively through a continuum of care while out of the facility; this includes but is not limited to dialysis centers, wound care clinics, consultations to health care specialists, acute care hospitals and clinics.

8. Maintains adequate neighborhood supplies necessary to care for the neighborhood residents.
9. Supports, guides, and delivers education for Park View Health Center policies and procedures, Federal & State regulations, and standards of nursing practice. Provides on-going education to all subordinate nursing staff and collaborates with the Staff Development Coordinator to ensure direct care staff competency in areas of nursing care.
10. Collaborates with the Admissions Coordinator in reviewing resident referrals for admission to Park View Health Center and provides beneficial feedback; identifies neighborhood and room placement; facilitates implementation of nursing supplies or equipment which will be needed for the referral resident's care.
11. Collaborates with interdisciplinary team members (i.e. Dietary, Social Services, Activities) regarding the care planning process for all new resident admissions; to assess the resident and the resident health care representative's goals for the admission, for care planning interventions and for discharge planning.
12. Complete a patient plan of care (PPOC) for all planned discharging residents by assessing for discharge goals; updating the receiving facility; educating residents and their health care representatives regarding discharging instructions; ensuring medication orders are communicated to the resident's pharmacy of choice; communicating the PPOC for discharge to all ancillary departments and acquiring necessary physician orders for discharge.
13. Maintain quality of care by completing neighborhood compliance rounds. Ensures resident care plans are current and that neighborhood progress notes are completed. Coordinates random chart audits, facilitates survey preparation, and implements corrections to identified concerns.
14. Demonstrates the ability to lead and guide direct care staff and serves as a professional role model by maintaining a poised demeanor in stressful circumstances, leading staff by example, and performing tasks as an Incident Commander in the presence of an emergent situation.
15. Performs the role of RN Shift Supervisor or staff nurse if needed.
16. Perform other related duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Nursing.
2. Supervises Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants while providing care within an assigned neighborhood.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Current valid licensure to practice as a Registered Nurse in the State of Wisconsin.
2. Educational degree in Nursing.
3. A minimum of three years' experience working with geriatric, psychiatric, or developmentally disabled residents.
4. Some supervisory or management experience is preferred.
5. Certified in Basic Life Support (CPR) for the Health Care Provider.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable in general nursing theory and current standards of practice.

2. Knowledgeable in effective communication to include verbal conversations, written correspondence, and active listening.
3. Knowledgeable in nursing assessment tools to include Minimum Data Set (MDS) assessments, DISCUS assessment, Braden skin assessment, and the implementation of the nursing care planning process for resident focused interventions.
4. Knowledgeable in Federal and State regulations for a long term care skilled nursing facility.
5. Knowledgeable in common medications and treatment plans used in a long-term care geriatric setting.
6. Knowledgeable in infection control standards of practice for healthcare settings to include good handwashing, universal precautions, droplet precautions, contact precautions, airborne precautions, and use of protective personal equipment.
7. Knowledgeable in the assessment for incidences of resident or visitor cardio-pulmonary-arrest and in delivering emergency care CPR with use of an external defibrillator according to basic life support standards and emergency care guidelines, if indicated.
8. Knowledgeable in the role of the neighborhood staff nurse to ensure flexibility in assisting the neighborhood with staff nurse tasks such as medication pass, transcription of orders, initiation of short term care plans and completion of a physical head-to-toe assessment.
9. Knowledgeable in the use of a computer to include skills with receiving and sending emails, computer documentation, accessing computerized educational modules, Microsoft Office applications, and ability to learn new software.
10. Knowledgeable in the use of facility office equipment including but not limited to multi-line telephone, nurse call-system, fax machine, desk top computer and laptop computer-on-wheels.

PHYSICAL REQUIREMENTS:

1. Ability to perform minimal lifting (10 - 25 lbs).
2. Ability to perform most work from a sedentary position with occasional walking.
3. Ability to perform repetitive hand movements for accurate typing.
4. Ability to bend at the waist, squatting, and reaching high and low on an occasional basis.
5. Ability to hear conversation and speak clearly on a constant basis.
6. Ability to function in situations encountered in a normal office setting.