

# MIDLAND COUNTY

## NURSING SUPERVISOR-PINECREST

### General Summary

Under the supervision of the Pinecrest Administrator, organizes and directs the nursing and health care services on a scheduled shift. Administers medications and treatments as required and maintains appropriate records. Supervises and directs other facility staff on an assigned shift and assists them as necessary in carrying out their job functions. Greets and assists visitors to the facility and answers incoming telephone calls. Oversees the residents and assists and encourage them in their daily activities, interactions and problem resolutions. Acts for the Administrator in that person's absence.

### Essential Functions

1. Administers and records prescribed medications for facility residents. Obtains blood pressure, pulse, temperature, weight and respiration when indicated or as ordered by a physician. Performs treatment procedures as ordered or required including wound care, cuts, abrasions, injections, topical dressing changes and soaks.
2. Maintains updated medical records on each resident in a secure and confidential manner. Charts physical complaints, interventions and responses to medications and treatments. Consults with various health care personnel concerning medical issues, resident complaints and treatment or other concerns.
3. Supervises, schedules and directs staff on an assigned shift including housekeeping, maintenance, food service and direct care staff. Resolves staff issues and effectively recommends disciplinary action as appropriate.
4. Monitors medication usage of each resident and ensures prescriptions are filled as needed. Orders and maintains other medical supplies as needed.
5. Advocates for residents unable to express their medical concerns adequately. Schedules medical appointments for clients. Prepares residents for lab work, surgery or other procedures and tests.
6. Meets with residents as requested or as necessary to review health care issues and concerns they may have. Assists in resolving their health care issues appropriately. Ensure resident's rights are respected and that any complaints are addressed and resolved.
7. Assists the Administrator in admitting and discharging of residents. Interview potential residents and/or family members, collect required information and provide explanation of facility and its services and programs. Review and approve all crisis placements from community mental health.
8. Answers all incoming phone calls on a shift. Greets visitors and responds to their questions or provides whatever assistance is required.

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9. Schedules transportation for the residents for appointments, shopping, or other activities. Distributes cigarettes for smoking residents and monitors cigarette consumption.
10. Acts for the Administrator in that person's absence.

## Other Functions

11. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

## Employment Qualifications

**Education:** Licensure as a Practical Nurse in the State of Michigan.

**Experience:** Two years of nursing experience, preferably in a geriatric rehabilitation setting in long-term care, home health, residential housing or a similar setting which provided care to gerontology and/or mentally and physically disabled clients.

**Other Requirements:** Able to become certified in CPR and First Aid.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer.

Ability to access files and charts.

Ability to perform appropriate lifting procedures to assist a client in need of medical assistance.

Ability to access all areas of the facility to conduct inspections, tours, and interviews as necessary.

Ability to lift and carry bags of clothing, supplies and boxes weighing up to 75 lbs.

Extended periods of walking throughout the facility.

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## **Working Conditions:**

Works in office conditions but moves about the facility frequently to monitor resident's activities.

Exposure to individuals with various emotional, behavioral and medical disabilities.

Exposure to communicable diseases of the residents.

Exposure to residents with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to the outdoor elements when searching adjacent grounds for residents.