

Nursing Supervisor

Date Posted:	August 19, 2020
Department:	Public Health
Compensation:	\$32.28 per hour
Hours	40 hours per week
Deadline:	Open until filled

Job Summary:

To protect and promote the health of Kanabec County residents by planning, developing, implementing, administering, and evaluating the Home Care, Hospice, Care Coordination, and Family Health Programs; and coordinating programs with county and community resources. To assure that services are provided to individuals, families, communities and systems in a professional manner

Essential Functions:

50% Home Care, Hospice, Care Coordination, and Family Health Supervision

1. Plans, organizes, implements, evaluates and directs the activities of staff (Registered nurses, physical therapist and Case Aide) to ensure quality programs are provided to citizens of Kanabec County and programs meet or exceed Standards of Practice and State/Federal rules, regulations and guideline.
2. Ensures that programs are coordinated within the department and with other community partners.
3. Determines staff needs, schedules, and assignments.
4. Evaluates Team members annually; and provides ongoing supervision of staff through program review and observation.
5. Participates in the hiring, orientation, training and supervision of Team members.
6. Coordinates and provides input with other administrative staff regarding program coordination.
7. Meets with staff monthly to evaluate program needs and issues on a daily basis to problem solve situations as they arise to assure appropriate services are being provided.
8. Identifies and makes recommendations regarding in-service/continuing education needs of staff.
9. Assists staff in problem solving, prioritization of work and overall job performance.
10. Serves as a resource regarding Home Care, Hospice and Care Coordination and interprets agency programs and policies to the agency, individuals, families, physicians and other community groups.
11. Responsible for assuring timely and appropriate processing of client referrals and assuring equal distribution of caseload.

30% Quality Assurance

12. Participates in risk management and other quality assurance activities.
13. Manages program records by maintaining accurate and complete documentation according to Standards of Practice and State/Federal/ rules, regulations and guidelines.
14. Develops and evaluates agency policies, procedures and standards of care to insure compliance with State and Federal rules and regulations.

20% Administrative Duties

15. Provides input and assists in the evaluation of agency Programs and policies.
16. Contributes to the planning of agency goals and Home Care, Hospice and Care Coordination programs.
17. Represents the agency in contacts with other agencies and the community in the Director's absence or as designated by the Director.
18. Understands and utilizes Public Health and the Public Health philosophy and knowledge.
19. Collects and contributes data required for the preparation of the budget for programs as directed.
20. Maintains effective working relationships and represent Public Health on interagency committees and advisory boards to help plan cooperative programs and avoid duplication of services.
21. Assesses public health needs of the community and establishes goals and objectives to assist with the development of community health plans and program evaluation.
22. Maintains updated knowledge of reimbursement sources for programs to assure optimal funding for services.
23. Performs pre-admission screening for nursing home admissions.

Minimum Qualifications:

- Bachelor's Degree in nursing and 5 years experience OR Diploma in nursing and 7 years experience
- CPR certificate
- Valid driver's license

Physical Demands Analysis:

In a typical 8 hour work day, this person sits 4 hours, stands 2 hours and walks 2 hours. Notable physical demands include:

1. Frequent bending, crawling, climbing, crouching, kneeling, pushing and pulling.
2. Lifting and carrying of up to 34 pounds up to 1/3 of the time. On rare events, the person may need to lift and move clients.
3. Continuous need for verbal conversation and hearing normal conversation. Frequent need for written communication ability.
4. Continuous need to see with near acuity, far acuity, full field of vision, with depth perception and distinguishing colors.

5. Occasional exposure to temperature changes and humidity as encountered by going indoors and outdoors and working in sometimes poorly ventilated private homes.
6. Occasionally works with vaccines, alcohol and cleaning supplies.
7. Frequent use of hands at all heights from ankle to overhead height.
8. May have occasional exposure to body fluids and other biological agents.

Benefits:

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Insurance (Health, Dental, Life)
- Voluntary Retirement Plans

Salary

\$32.28 per hour (Range 16, Non-union, exempt position)

Hours of Work

Office hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

INSURANCE

Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$50.22	\$952.72
\$750 Deductible	\$0	\$735.44
\$2000 Deductible	\$0	\$306.28

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$38.93

Single plus one: \$70.02

Family: \$114.82

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.