



River's Edge Acute Center for Healing

JOB TITLE: NURSE SUPERVISOR

LOCATION: REACH, Hermiston

FLSA: Exempt (Expectation to work 40 hours a week)

SUPERVISOR: Acute Care/SRTF Administrator

PAY GRADE: B15

DESCRIPTION

Promotes and restores patients health by providing management and long term planning of patient care as it relates to nursing activities; directing and developing staff; collaborating with psychiatrists, nurse practitioners, other health care providers and multidisciplinary staff; and providing physical and psychological support for patients and families.

SUPERVISION

Supervision Received

Work is performed under the general supervision of the Medical Director and **Acute Care/SRTF Administrator**. The Medical Director will provide clinical supervision. The **Acute Care/SRTF Administrator** will provide business operations supervision.

Supervision Exercised

Has full supervisory authority over all nurses in the facility.

RESPONSIBILITIES

- Accomplishes nursing human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling and disciplining employee; communicating job expectations; planning, monitoring and evaluating job performance; recommending compensation actions.
- Adhering to policies and procedures and ensuring OARs compliance as it pertains to nursing in a 24/7 operational (class-4 level 1) secure mental health facility in Oregon.
- Meets nursing operation standards by contributing information to strategic plans and reviews; resolving problems; identifying system improvements.
- Identifies patient service requirements by establishing personal rapport with clients to understand service requirements.
- Track Medication Administration Records (MAR's), ensure that staff are completing accurately.
- Ensure that staff is documenting prescriber orders correctly.
- Inventory medication as clinically indicated and follow up appropriately and according to policy for medication errors.
- Maintains nursing guidelines by writing and updating policies and procedures.

- Assures quality of care by enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results
- Establishes a compassionate environment by providing emotional, psychological and spiritual support to patients and families.
- Promotes patients independence by establishing patient care goals; teaching and counseling patient and family and reinforcing their understanding of disease, medications and self-care skills.
- Resolves patients' needs by utilizing multidisciplinary team strategies.
- Provides information to patients and health care team by answer questions and requests.
- Maintains safe and clean working environment by designing and implementing procedures, rules and regulations; calling for assistance from other health care professionals.
- Protects patients and employees by developing and interpreting infection control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations.
- Maintains patient confidence and protects operations by monitoring confidential information processing.
- Maintains documentation of patient care services by auditing patient and department records.
- Ensure operation of medical and administrative equipment by verifying emergency equipment availability, completing preventive maintenance requirements, following manufacturer's instructions; troubleshooting malfunctions; calling for repairs, maintaining equipment inventories as needed, evaluating new equipment and techniques.
- Monitors inventory of nursing supplies.
- Attends training as needed/requested.
- Maintains a cooperative and helpful relationship amongst the healthcare team by communicating information; responding to requests; building rapport; participating in team problem solving methods.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Interviews clients, gathers medical history, performs general health screenings and assessments, performs examinations, takes samples, and provides nursing diagnosis.

- Establishes and maintains client medical charts and other necessary records. Initiates follow-up care and makes referrals to physicians, other community agencies and health resources as necessary.
- Develops and implements clinical department policies and procedures in consultation with the Medical Director and Facility Administrator.
- Will perform some floor work and other duties as assigned.

QUALIFICATIONS

Education and/or Experience

Minimum of an associate degree in nursing and a minimum of five (5) years' experience, at least one of which must be at the supervisory level.

Certifications or License

Must hold a valid nursing license in Oregon and be in good standing with the Oregon Board of Nursing.

Other Skills and Abilities

- Must have excellent typing skills, have knowledge of basic office software programs and ability to effectively use such software.
- Must be able to communicate effectively in both written and oral formats. Must have the ability to present and exchange information internally across teams and co-workers, and externally with customers and the public. Information communicated ranges from routine/basic to complex and confidential information.
- Must hold a valid drivers license and be insurable or carry insurance for client service purposes and for travel between business offices, the community, and to attend required meetings and/or trainings.

PHYSICAL DEMANDS

While performing the essential duties of this job, the employee is regularly required to use office automation including computer and phone system that requires fine manipulation, grasping, typing, and reaching. Sitting for several hours reviewing reports and other written materials, and talking on phone. This position may occasionally be required to lift up to ten (10) pounds. Incumbent will occasionally have to reach, bend, kneel and squat when adjusting equipment or retrieving supplies.

CRIMINAL BACKGROUND CHECKS

Must pass all criminal history check requirements as required by ORS 181.536-181.537 and in accordance with OAR 410-007-0200 through 410-007-0380.

In addition to a pre-employment background check, each employee, volunteer and contractor shall be checked on a monthly basis against the OIG and GSA exclusion lists, as well as other federal and state agency lists. If it is discovered that an employee, volunteer or contractor is excluded or sanctioned it will be the cause for immediate termination of employment, volunteering, or the termination of the contract.

PERSONAL AUTO INSURANCE

Must hold a valid driver's license as well as personal auto insurance for privately owned vehicles utilized for CCS business such as client service purposes, travel between business offices and the community, to attend required meetings and trainings.

Must show proof of \$300,000 or more liability coverage for bodily injury and property damage, and maintain said level of coverage for the duration of employment at CCS.

The employee's insurance is primary with CCS insurance being secondary. CCS reserves the right to deny any employee the use of a vehicle owned by CCS.

WORK ENVIRONMENT

Work is performed in an inpatient services environment. The noise level is usually moderate, but periodically staff may be exposed to loud noise such as raised voice levels and alarms.

This position will be in contact with individuals who have been deemed to be harmful to self or others. As such, residents of this facility may be aggressive or assaultive.

Outside of potentially harmful residents, this position is exposed to the everyday risks or discomforts which require normal safety precautions typical of such places. (i.e., moving mechanical parts, airborne particles, and electrical shock).

In the inpatient environment, there will be exposure to communicable diseases, including blood-borne diseases, and equipment and tools typical of a medical setting. Most often the exposure is incidental, though occasionally residents will spit, bite or other such willful acts that may lead to exposure.

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