

THE MYRON STRATTON HOME

Position Description

Position Title: Nursing Supervisor

Department: Senior Services

Position Answers to: Senior Services Director

Position Pay Range: \$41.07 -42.34 per hour

Position Summary: The Nursing Supervisor is expected to fulfill the essential duties to ensure direction and staffing for the Winfield House and to continue to provide quality care, services, and safety for all residents.

Primary Job Duties

<i>Essential Functions</i>
Provides 24-hour on-call direction for Winfield House staff to provide continuity and quality of resident care.
Hires, Supervises, schedules and trains all Nursing staff employees. Responsible for annual evaluations of all department employees.
Remains informed of day-to-day activities of Winfield House to assure ability to provide direction to staff in order to provide quality care and safety of all residents. Ensures that resident care is carried out as directed.
Effectively communicates with the Senior Services Director all pertinent information regarding the status of services, residents, staffing, significant issues or concerns, etc.
Develops with the Senior Services Director, Case Manager, resident and resident's family or loved ones the plan of care to meet the resident's needs.
Maintains familiarity with and follows all Personal Care Boarding Home and Alternative Care Facility regulations and any other applicable State or Federal Regulations.
Shall develop a familiarity with and follow all applicable MSH Policies/Procedures.
Assumes responsibility to ensure equal treatment for all residents without regard to race, sex, religion or natural origin.
Demonstrates a willingness, understanding and capability to work with residents.
Coordinates an emergency response system for Winfield House including necessary documentation.
Is capable of and responds appropriately to emergency situations. Directs staff appropriately to meet these emergencies. Consults with Senior Services Director as needed and uses established procedures to meet the emergency.
Maintains appropriate documentation for services provided. Ensures that staff maintains appropriate documentation and information on all residents in accordance with regulations and procedures.

Ensures that pertinent information is communicated to families and outside agencies as necessary.
Coordinates with Senior Services Director to provide cottage IL resident assistance upon request.
Provide annual in-service on infection control and blood borne pathogen training to employees of Myron Stratton Home.
Will perform additional essential functions as assigned and assist other employees, including disabled employees, in meeting the minimum requirements of their jobs as required.

Qualifications: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS
High School or GED
Nursing Degree with current license in Colorado
Obtain/carry the 40-hour administrator certificate
Current CPR & First Aid certification
Have the ability to supervise nursing staff and day-to-day operations of an Assisted Living Facility
Have the nursing knowledge and ability to care for the elderly
Have the ability to physically and mentally respond to 24-hour calls
Have the ability to hear and talk with residents, staff and the general public
Have the ability to operate and answer the telephone
Have the ability to operate and control applicable mechanical equipment such as oxygen equipment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold	x		
Extreme heat	x		
Humidity/wet	x		
Noise		x	
Hazardous materials	x		
Temperature changes	x		
Atmospheric changes/conditions	x		

Vibrations	X		
Other	X		

Physical Demands: 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. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Standing		X	
Walking		X	
Sitting			X
Lifting		X	
Carrying		X	
Pushing/Pulling	X		
Climbing	X		
Balancing		X	
Stooping		X	
Kneeling		X	
Crouching		X	
Crawling	X		
Reaching		X	
Handling		X	
Grasping		X	
Feeling		X	
Talking			X
Hearing			X
Repetitive Motions		X	
Eye/Hand/Foot Coordination		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Role uses basic logic and common sense to arrive at solutions
Company Knowledge	Role understands the job and how the role interacts with the team
Business Impact	Role has impact on the department and the organization
Functional Knowledge	Role has knowledge of specific job functions
Managing Change	Role implements changes provide by management

Job Impact	Role has impact on immediate work team
Influence	Role gains support for ideas within the team
Collaboration	Role develops partnerships with internal teams
Problem Solving	Role uses good judgement to find solutions to difficult/complex issues
Communication Skills	Role is able to communicate well in most situations

The Myron Stratton Home is required to follow all CDPHE mandates required of Assisted Living Facilities operating under a State CDPHE license.

You will be asked to provide the following:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org