

*Let Your Life Shine* ✨  
**NORMANDIE  
RIDGE**  
ALBRIGHT CARE-SERVICES

**TITLE:** RN Supervisor

**DEPARTMENT:** Nursing

**SUPERVISOR:** Director of Nursing

**SHIFT:** Various shifts/hours available

Full time, part time, temporary

**LOCATION:** Nursing Care Center

FT/PT includes every other weekend/holiday

Temp – weekends/holidays per PRN policy

**BRIEF DESCRIPTION:** Assists in promoting and maintaining the health of individuals in the nursing care center through quality care. Assists in organizing and administering the nursing department under the direction of the DON. Effectively directs and supervises the work of the LPNs.

**PRIMARY RESPONSIBILITIES:**

- Works effectively and cooperatively with the RN Unit Managers to ensure 24-hour continuity of care.
- Provides oversight of accurate maintenance of resident's medical record in the electronic health record.
- Provides accurate medical assessment to resident's as needed and determines necessity of calling physician.
- Arranges for emergency treatment and transportation when necessary.
- Assures medications are administered in day center and during clinic visits and facilitates the resolution of medication process concerns.
- Provides appropriate advice for medications or treatments in accordance with medical staff policies in the absence of a physician.
- Interprets organization policies and procedures to staff members and ensures compliance.
- Supervises the work/performance of charge/med nurses.
- Informs appropriate staff of residents' condition and services rendered during the shift.
- Oversees admission process of new or re-admitted residents to the nursing care center, assuring resident assessment and documentation is complete.
- Analyzes nursing services to obtain appropriate utilization of staff time and abilities.

**QUALIFICATIONS:**

- RN or BSN Degree from a school of professional nursing; license and current registration to practice as Registered Nurse in the Commonwealth of Pennsylvania.
- Must possess knowledge and skill in the application of current nursing procedures and techniques of patient care. Ability to interpret existing health regulations.
- Ability to effectively plan and coordinate nursing care for individuals.
- Ability to plan, organize, work independently, problem solve under pressure, act quickly and effectively in an emergency establish and maintain cooperative working relationships, and effectively supervise and direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.
- Must be able to understand and follow verbal and written instructions and directions; give directions and communicate effectively with staff, residents, family members and members of the public and be able to speak and hear sufficiently to understand and give directions.
- Visual acuity (near and distant) sufficient to maintain accurate records, recognize people and provide and understand written direction.

**PHYSICAL DEMANDS:**

- Uses speech, hearing and vision to understand and give direction during a work day/shift.
- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Sits 50%, walks 25%, and stands 25%.