GENERAL SUMMARY
This is a fulltime, non-exempt (hourly) position. The RN Supervisor provides support to the Director of Nursing, including: performing the basic tasks of assessment (RAI), planning, intervention, supervision and evaluation of patient care to assure compliance within acceptable standards of care for assigned unit. This position works with nursing and other facility staff to ensure quality care for all residents. Collaborates and supports (with Case Manager) the admissions and the movement of residents within the facility based on required level of care. This position may serve as Director of Nursing in the absence of the DON. The full-time RN Supervisor position includes company benefits, (i.e., health insurance, paid time off for vacation, holiday and sick leave, and an ACC 403(b) Retirement Savings Plan).

JOB RELATIONSHIPS
Workers Supervised: Nursing staff assigned to unit
Interrelationships: This position interacts with the Director of Nursing and nursing staff on a daily basis, has frequent contact with the Administrator, department heads, consultants, physicians, residents and families, and other facility personnel.

ESSENTIAL JOB FUNCTIONS
- Demonstrates comprehensive physical assessment skills for initial and follow up appraisal of resident status. Analyzes initial and on-going assessments in the development of the plan of care.
- The RN Supervisor acts as the gatekeeper for the operation of the nursing unit.
- Is accountable for the timeliness of the RAI process.
- Evaluates admissions, in coordination with the Director of Nursing and Admissions Coordinator to assure proper utilization and appropriate placement.
- Ensures implementation of ACC Care Center and facility policies and procedures through appropriate instruction to line staff.
- Assumes ultimate accountability for coordination of nursing services in the assigned unit.
- Provides daily supervision of patient care to include first level monitoring responsibility for significant changes in patient clinical condition, which includes the review of daily reports, incidents, etc. Assists in addressing family and staff concerns as it relates to quality of care, levels of care, bed utilization and discharge planning.
• Keeps the Director of Nursing informed of all situations which may have an adverse impact on patient welfare.

• Provides crisis intervention backup for unit charge nurses in dealing with patient complaints or family concerns.

• Immediately reports any suspected or observed incidents of resident abuse to Director of Nursing/Administrator.

• Determines the needs for appropriate training in collaboration with the Director of Staff Development.

• Participates in the selection and hiring process and the ongoing evaluation of the nursing staff for assigned unit; responsible for ensuring adequate staffing.

• Maintains staff adherence to nursing policies and procedures.

• Conducts daily rounds of all patients and is apprised of any changing conditions.

• Promptly reports noticeable environmental or equipment repair needs to the maintenance department.

Leadership/Management Skills
• Participates in the hiring, orienting, training, coaching, counseling, promoting, evaluating and employment decisions for the department.

• Responsible for the supervision and organizational structure within the department. Delegates and follows-up in an appropriate manner to ensure quality, equity, and consistency within the department.

• Conducts employee performance appraisals in a timely and thorough manner.

• Is accountable for maintaining the department's budget and is fiscally responsible in accordance with those budgets and policies.

• Leads by example. Provides appropriate supervision in accordance with ACC Care Center’s prime values and the established mission.

• Maintains constructive relationships with managers, peers, and employees. Works toward the benefit of the facility in establishing a positive work environment, demonstrating value to all staff and residents.

• Attends, participates and facilitates appropriate in-service and other educational or management meetings.
• Demonstrates the ability to complete job objectives in a timely manner.

• Demonstrates positive behavior characteristics such as attitude, initiative, cooperation, adaptability, fairness, ingenuity and dependability.

• Plans and organizes assignments and work flow in order to achieve maximum effectiveness and efficiency.

Physical Demands and Working Conditions
May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stooping, twisting, and lifting of objects not to exceed 100 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.

QUALIFICATIONS

Education
A Graduate of an accredited school of professional nursing and has a valid California RN or LVN license; current CPR certification.

Training and Experience
Requires a minimum of two years experience in nursing supervisory experience in acute, geriatric, rehabilitation or psychiatric nursing.

Knowledge, Skills, and Abilities
Requires current knowledge of federal, state and local regulations related to all levels of skilled nursing healthcare and requires keeping abreast of current trends and new developments in nursing and healthcare administration. It also requires effective the following skills and abilities: verbal and literary communication skills to interact with all levels of personnel and outside contacts, effective managerial and inter-personal skills, the ability to plan, organize and implement work and be flexible enough to shift priorities quickly and work under pressure with constantly changing demands, and must be amenable to weekend call duties and emergency standby as conditions warrant.

Position is open until filled. Interested applicants should send resume and cover letter to ACC Care Center, 7801 Rush River Drive, Sacramento, CA 95831, Attention: Tamara Kario, Director of Nursing, or email to Twaterford@accsv.org. ACC is an Equal Opportunity Employer.