

ASSISI HEIGHTS
POSITION DESCRIPTION

DEPARTMENT: Healthcare

POSITION: Healthcare Nurse Supervisor

GENERAL SUMMARY

The Healthcare Supervisor is responsible for supervising patient care, operations, practice and staff development for Healthcare areas at Assisi Heights under the direction of the Director of Nursing and Healthcare Manager. Ensures the provision of safe, effective and quality nursing care based on current standards of nursing practice to the Sisters of St. Francis. Provides oversight and supervision to Healthcare Staff working during assigned shifts. Behavior will reflect the Mission of the Sisters of St. Francis to ensure quality of life for the Sisters in their home including person centered care and aging in place philosophy.

ESSENTIAL FUNCTIONS

- Maintains leadership practices that are consistent with the Philosophy, Mission, and Values of the Sisters of St. Francis
- Creates a culture of quality and safety by participating in the development of policies and procedures for nursing practice under the direction of the Healthcare Manager and Director of Nursing in accordance with the current standards of nursing and the Minnesota Nurse Practice Act
- Develops, updates, and evaluates the effectiveness of the Sister's plan of care and progress toward achievement of desired outcomes for Sisters in Healthcare areas of Assisi Heights
- Ensures appropriate care coordination for Sisters in Healthcare
- Participates in ongoing professional development for Healthcare staff, including providing education, coaching and mentoring
- Facilitates a professional environment in which all staff can grow and develop
- Facilitates and provides support with hospital discharge and hospital/clinic transportation
- Arranges for special equipment or supplies for Sisters and communicates with Assisi Heights nursing staff on proper utilization
- Provides direct care needs to the Sisters, as needed
- Participates in the review and investigation of all safety events
- Accountable for reporting any safety, quality, or nursing practice concerns to the Healthcare Manager
- Collaborates with the Healthcare Manager in addressing staff issues or concerns
- Liaises with and facilitates collaboration with other team members and departments at Assisi Heights to ensure the delivery of quality healthcare to the Sisters
- Facilitates communication between healthcare team, Sister, Healthcare Agents, Congregational Leadership, family, and other parties following current HIPPA and Privacy Laws
- Participates in on-call responsibilities with other members of the Nursing Leadership Team.

OTHER FUNCTIONS

- Participates in appropriate meetings and committees as directed by the Healthcare Manager and Director Of Nursing
- May be assigned or delegated to complete special projects or quality improvement initiatives under the direction of the Healthcare Manager and Director of Nursing

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Bachelor’s degree in nursing preferred
- Current Registered Nurse Licensure in Minnesota
- Minimum 2 years of nursing experience required, experience in the supervision of staff preferred
- Knowledge or experience with gerontology or long term nursing preferred
- Ability to read, write and communicate effectively in English
- Knowledge of basic computer skills, Microsoft software and peripherals
- Knowledge and use of personal protective equipment (PPE)
- Strong interpersonal and administrative skills
- Ability to work collaboratively with all members of the care delivery team and Congregational Leadership
- Ability to communicate to various groups with excellent oral and written skills
- Ability to organize and prioritize responsibilities
- Ability to manage budgets and prepare financial reports
- Ability to maintain confidentiality

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required daily
- Extended periods of standing, walking, and sitting may be required
- Lifting and positioning Sisters regularly, with assistance when needed
- Work may require objects weighing up to 50 lbs. to be lifted, pushed, pulled and /or carried
- Duties require a large extent of verbal communication
- Duties require use of computer keyboard and mouse
- Participate in on-call responsibilities on a rotating schedule
- Occasional travel may be required
- Exposure to blood and other body fluids
- Exposure to latex, plastic and other materials used for personal protective equipment
- Requires flexible work schedule as needed

ACCOUNTABILITY: Reports to Healthcare Manager
POSITION LEVEL: HCC-E5
FLSA: Exempt
DATE UPDATED: February 2023

SIGNATURES:
The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____
Manager: _____ Date: _____
Director: _____ Date: _____
Of Nursing