

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for insuring the safe and effective operation of the County Nursing Home during the evening or night shifts and on weekends. Incumbents are responsible for overall resident care, personnel performance of assigned tasks in all departments, facility maintenance, and leadership in all cases of emergency. Work is performed under general direction with broad leeway for independently performing the duties of the position. Supervision is exercised over nursing personnel during an assigned shift.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives calls from personnel who will be absent and follows the protocols for reassigning present staff or obtaining replacements from among off duty employees;

Makes rounds to all units several times each shift and assists charge nurses in assigning personnel and following-up on the completion of work;

Assists Charge Nurses and Nursing Assistants with resident care whenever needed;

Provides treatments and administers medications for residents on the units as needed;

Takes Charge Nurse or Unit Leader responsibilities if an adequate replacement is not available;

Receives calls from all units regarding resident, visitor, unit, personnel, and facility problems and handles them according to established protocols;

Maintains responsibility for facility and resident security and emergencies;

Assures availability of supplies and equipment on all units;

Contributes to evaluations of personnel working on applicable shifts;

Learns and follows assigned safety, security, and fire procedures;

Reports accidents and dangerous situations;

Completes accidents and incident reports for residents and staff;

Reports to the Administrator for facility management issues and to the Director of Nursing for resident care and nursing personnel matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of clinical nursing care, including physical assessment; good knowledge of nursing techniques related to medical, surgical, and psychiatric practice; good knowledge of principles and practices of geriatric care; ability to plan, manage, and evaluate resident care; ability to secure the cooperation of others and work effectively with others; ability to organize tasks and assist others in doing the same; and patience.

MINIMUM QUALIFICATIONS: Current licensure and registration to practice as a Registered Nurse in the State of New York, and either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degree with a Bachelor's Degree or higher; or
- (B) Graduation from an accredited school of nursing and one (1) year of experience as a registered nurse; or
- (C) Four (4) years of experience as a Licensed Practical Nurse.