

## SUPERVISING ADULT CARE CENTER NURSE

151-F

DISTINGUISHING FEATURES OF THE CLASS: This position involves supervising the duties of Adult Care Center professional and paraprofessional staff, as required, to assure safe, effective and efficient nursing care in facility. Work is performed under general supervision with leeway for exercising independent judgment in performing most job tasks. Incumbent may also exercise supervision over auxiliary staff.

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.*

Provides leadership, direction and guidance to nurses and supporting staff;

Assists in planning, implementing, coordinating and evaluating the nursing program and/or other programs within the facility;

Supervises the infection control measures in the facility and follows up and completes reports as necessary;

Investigates and follows up on nosocomial infections;

Supervises nursing practices to ensure a high quality of professional service and maintenance of facility standards;

Plans and conducts educational programs for staff;

Assists in maintaining the proper utilization of the services of the nursing staff;

Coordinates the nursing service with other departments of the facility;

Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures;

Evaluates the quality and quantity of nursing services rendered in the facility;

Recommends physical facilities, equipment, and supplies needed to carry on the nursing service;

Conducts pre-employment interviews with nursing service personnel;

Conducts pre-employment and annual physicals for employees/volunteers/contract staff according to facility policy;

Provides orientation to facility policies to all employees/volunteers/contract staff as required;

Reviews and compiles records, reports and statistical data relating to health issues and related programs;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of current nursing practices, procedures and techniques; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of facility; ability to plan and conduct seminars and workshops; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to prepare written reports and documents; ability to accept and utilize guidance; and ability to perform duties in accordance with the New York State Nurses Practice Act.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State **and** either:

- (A) Possession of a Bachelor's Degree in Nursing from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's or higher and five (5) years of experience in professional nursing activities, one year of which shall have involved supervisory responsibilities; or

- (B) Graduation from an approved three (3) year school of professional nursing and six (6) years of experience as described in (A) above, including the required supervisory experience; or
- (C) Possession of an Associate's Degree in Nursing from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and seven (7) years of experience as described in (A) above, including the required supervisory experience.

***NOTE: Proof of College Degree in appropriate field and transcript must be submitted with application.***

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NYS Civil Service Commission Approval: N/A

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