

Department: Horace Nye Home

Classification: Competitive

Grade: 15

SPEC DISK A1
DOCUMENT 39

HEALTH SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising nursing activities in the provision of health care services for residents as outlined by the New York State Hospital Code. This position exists in the County Health Related Facility. Duties are performed under the general supervision of the Director of Nursing and Facility Administrator with considerable leeway allowed in carrying out day to day activities. Supervision is exercised over a staff of Licensed Practical Nurses, Nursing Assistants, and other assigned personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes daily rounds and supervises the provision of health services for residents in a health related facility as required by State and Federal Regulation;
Assists activities personnel in planning an active leisure time activities program;
Prepares and implements work schedules to insure that facility residents receive adequate health care and assistance with personal hygiene and activities of daily living;
Oversees the preparation and implementation of a health care plan for each resident of the facility;
Assigns staff and sets standards for health care practices for residents carried out by professional and non-professional personnel;
Assists in the preparation of the Health Related Facility budget;
Assists in formulating policies and procedures related to health care for the Health Related Facility;
Plans and implements in-service, orientation, and staff development training for facility health care staff;
Participates in selection of facility staff and makes hiring recommendations to administrative personnel;
Coordinates the services rendered by other departments in the interest of effective management and resident welfare;
Assists in in-service orientation and staff development for health services personnel to further understanding of the aging process and resident care;
Attends staff meetings and holds meetings with subordinate personnel to insure the facility operates properly in accordance with Code provisions;
Makes nursing evaluations of resident's needs at admission and periodically thereafter;
Communicates with resident's physician regarding health problems and needs and maintains health records, orders and medication records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional nursing techniques and practices as they relate to geriatrics; good knowledge of nursing unit management and supply distribution practices; ability to supervise the administration of therapeutic measures prescribed; ability to maintain harmonious relationship with elderly residents; ability to plan, schedule, and supervise the work of a subordinate health care staff; ability to understand and carry out complex oral and written instructions; compassion and respect for the elderly; physical condition commensurate with the demands of the position.

HEALTH SERVICES SUPERVISOR - Continued

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in Nursing and one year of experience in professional nursing activities; or
- (b) Graduation from a three year school of professional nursing and two years of experience in professional nursing activities; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an associates degree in Nursing and three years of experience in professional nursing activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Eligibility for a license issued by the State of New York Education Department to practice as a Registered Professional Nurse at time of application. Possession of the license at the time of appointment.