

REGISTERED NURSE/PCA SUPERVISOR

GRADE: 11

REPORTS TO: Director of In-Home Services

POSITION REQUIREMENTS: Graduation from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed. Must have active, current registration as a professional nurse. Must be able to practice in the Commonwealth of Virginia. Experience in staffing, scheduling and record management. Must have at least two years of clinical experience as an RN. Clinical experience may include work in an acute care hospital, public health clinic, home health agency, rehabilitation hospital, or nursing facility.

SUMMARY: Oversees the client care administered by the Personal Care Aides. The RN/PCA Supervisor provides initial assessment of new clients, establishes a care plan based on professional observation of the client's condition, and also directs, teaches, and supervises personal care aides in client care. Requires proficiency in recognizing medical needs and making recommendations on client care on-site and off-site. Reviews and maintains records. Situations may be routine to complex or violent. Significant public contact is required and position requires significant independent decision-making and action. The employee may be exposed to infection and contagious diseases.

DUTIES AND RESPONSIBILITIES:

1. Supervises, directs, teaches personal care aides; provides supervisory visits and evaluates performance
2. Makes initial assessment of new clients and establishes a care plan
3. Responds to questions on client care by telephone (often walking aides through situations) and provides on-site nursing care on occasion
4. Maintains, writes records and reports and manages staffing program
5. Maintain strict confidentiality concerning all information pertaining to clients and program operations.
6. Attends training as required
7. Performs other agency-related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES:

1. Knowledge of techniques for assessing situations and making preliminary assessment of the client's condition and ability to select the appropriate protocol and provide a program of care for the given circumstances.
2. Ability to make informed decisions.
3. Knowledge of aging and the impact of disabilities and illnesses on aging.
4. General knowledge of federal, state, and local health codes.
5. Ability to work with both professional and technical personnel.
6. Ability to give direction and make significant decisions under stress and short time frames.
7. Demonstrated ability to communicate in a clear and decisive manner and skill in conflict management and problem solving.

REVIEWED AND ACCEPTED:

I have reviewed and fully understand the job description presented above.

Employee Signature/Date

