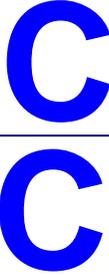




**CAYUGA  
COUNTY**

F:\Civil\JobSpecs\Home Care  
Nursing Supervisor



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>HOME CARE NURSING SUPERVISOR</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>COUNTY</b>
<b>ADOPTION: CSM</b>	<b>8/16/06</b>
<b>REVISED: CSM</b>	<b>11/12/08, 12/10/08</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving the management of Registered Professional Nurses in the Certified Home Health Agency. The incumbent manages, coordinates and assesses in the home care setting to ensure quality care delivery and appropriate case management within the agency scope of services and policies, state, federal and local laws, and Nurse Practice Act. A Home Care Manager reports to the Director of Patient Services. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Manages and directs staff nurses to ensure the delivery of safe, effective and appropriate home care services;
- Assists staff nurses in developing and implementing plans in response to client services need;
- Ensures accuracy, completeness and timeliness of clinical documentation from staff in accordance with agency policies and procedures, regulatory requirements and industry standards;
- Develops working relationships with other health care professionals in the community and families to identify resources available and to ensure access of information to clients;
- Provides support and direction to agency staff, other health care professionals, clients and families related to appropriate and available health care resources;
- Stays current on the available community resources, health care costs and industry trends through self-education and access to outside educational opportunities;
- Instructs agency staff on clinical services, policies, procedures and proper use of clinical computer system;
- Assists with marketing, public relations and discharge planning;
- Assists with performance improvement data collection for the Performance Improvement Plan established by the agency;
- Provides leadership to agency staff in identifying opportunities for performance improvement;
- Identifies and implements changes in clinical and/or operational practice based on the recommendations of the Performance Improvement Program;
- Provides personnel management to achieve quality services and positive employee relations;
- Collaborates with Director and other clinical management staff to ensure proper staffing of qualified, competent staff;
- Promotes personal safety and a safe environment for clients and co-workers;
- May participate in disaster activities as trained and assigned;
- Performs other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of current nursing practice;  
Working knowledge of community resources available to patients;  
Ability to plan and manage the work of others;  
Working knowledge of current computer applications used by agency and ability to instruct others on use of same;  
Skill in the application of nursing procedures and techniques of patient care;  
Ability to establish and maintain cooperative working relationships;  
Ability to perform duties in accordance with ANA Code for Professional Nurses;  
Excellent verbal and written communications skills;  
Strong interpersonal and organizational skills;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Licensure and current registration to practice as a Registered Professional Nurse in New York State AND EITHER:

- A. A baccalaureate degree in nursing or a health or human services field AND two years of experience in home care; OR
- B. Four years of experience in home care.

NOTE: Applicant must have 6 credit hours, or the equivalent, of education/training in public health and principles of management, OR must complete these 6 credit hours within 18 months from the date of hire and have been accepted as determined by Regional NYS Health Department Policies and Procedures and NYS Codes, Rules, and Regulations Title 10 Health Section 700.2.

**SPECIAL REQUIREMENT:**

Possession of a valid NYS driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.