

## NURSE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing nursing activities on an assigned shift in a nursing facility of the County Department of Nursing Homes. The work is performed under general direction and requires the exercise of independent judgement in directing the activities of personnel involved in nursing services. Supervision is exercised over the work of registered nurses, practical nurses, nurse aides, volunteers, and clerical employees. A Nurse Supervisor does related work as required.

### TYPICAL WORK ACTIVITIES:

- Plans for and directs the provisions of nursing service to insure complete and competent nursing care for patients;
- Coordinates the nursing service with other activities of the facility;
- Makes contacts as necessary with nurses, physicians, patients, and relatives of patients regarding the care of patients and related activities;
- Evaluates personnel involved in nursing services rendered in the institution;
- Keeps abreast of new developments in nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Instructs staff in proper techniques of providing care;
- Acts as facility administrator when scheduled in absence of other managerial personnel;
- May administer medications and perform treatments as necessary;
- May assist in the formulation of unit budget;
- May participate with administrative and professional personnel to assist in establishing and reviewing policies, programs, and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; thorough knowledge of modern principles and practices of nursing administration; thorough knowledge of institution personnel management practices relating to nursing service; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; patience; firmness; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a current license to practice as a registered professional nurse issued by the State of New York and one year of nursing experience.

CATTARAUGUS COUNTY CIVIL SERVICE

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