

# Christian Health Care Center

**Mission:** *Providing skilled health care services with compassion and love in Christ's name.*

## JOB DESCRIPTION

**TITLE:** Nursing Weekend (House) Supervisor  
**REPORTS TO:** Director of Nursing Services  
**SUPERVISES:** Unit Nursing Staff  
**FLSA STATUS:** Non-Exempt, Hourly

**JOB SUMMARY:** The house supervisor functions as a member of the health care team and represents leadership in the facility during scheduled shifts. The house supervisor has the authority to make decisions and ensure all resident care activities are carried out in accordance with state and federal regulations when the administrator, director of nursing services (DNS), or assistant director of nursing (ADNS) are unavailable.

## **ESSENTIAL JOB FUNCTIONS:**

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Responsible for the supervision of the nursing process in the entire facility.
4. Is available to assist the licensed staff during periods of excess workload.
5. Serves as a professional role model, providing leadership in problem solving, team management and staff counseling.
6. Supervises the functions of the nursing staff.
7. Ensure that CHCC written policies and procedures are followed.
8. Works closely with the multi-disciplinary team in executing the patient plan of care.
9. Acts as a liaison between the patient, family, nursing staff and physician.
10. Conducts facility rounds and maintains knowledge of the current clinical condition of all patients in the facility.
11. Possesses the ability to make, plan, supervise and coordinate the activities for the staff assigned to each nursing unit.
12. Reviews nursing assistant staffing assignments for each shift and makes revisions as necessary, including reaching out to nursing staff to fill open shifts. In addition, may need to cover open nursing shifts in the event coverage was not found.
13. Coordinate the admission process on weekends. Assist in completing nursing portions of admissions.
14. Assists with nursing needs as needed.
15. Maintain close communication with the DNS on pertinent issues.

## **OTHER JOB FUNCTIONS:**

16. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.
17. Assists in the organization of company-sponsored events, activities, and functions.
18. Performs special projects as assigned by the DNS.

## **WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem-solving skills. Incumbent must be able to effectively utilize computers and various software.

## **QUALIFICATIONS:**

### **Knowledge of:**

- State and federal regulations pertaining to long term care.
- Knowledge and experience in IV therapy, starting peripheral IV lines, administering IV medication and performing blood draws for lab work.
- MDS process and experience with Medicare.

### **Ability to:**

- Demonstrate strong leadership and management skills; ability to direct and motivate the workforce.
- Demonstrate competence in the nursing skills and procedures required on the nursing unit.
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Demonstrate accurate utilization of the nursing process and prioritization.
- Demonstrate excellent verbal and written communication skills; ability to explain policies and procedures and motivate staff compliance; ability to effectively communicate with team members, residents, family members and outside parties.
- Maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.
- Demonstrate excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Demonstrate excellent organizational skills.
- Demonstrate proficiency with various software (Microsoft Outlook and Microsoft Word).

### **Education and Experience:**

- Currently licensed in the State of Washington as a RN or LPN , with license in good standing.
- Two or more years' experience in a long-term care setting as a licensed nurse.
- Supervisory experience preferred.

## **GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry medical supplies and equipment weighing up to 30 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and people at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment, nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*