

JOB DESCRIPTION # 16.8

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Registered Nurse Supervisor

JOB CATEGORY: Nursing

REPORTS TO: R.N. Health Director

BASIC FUNCTIONS: To advocate for all medical needs of assigned program participants focusing on optimal health for all assigned individuals in the SHCS Residential Care setting. Supervise the coordination of medical services and nursing staff in the Northeast.

QUALIFICATIONS: Registered Nurse with current MA license. 2-3 years working in a residential setting with disabled adults. Supervisory experience 2 years. Excellent communication skills. Valid Massachusetts drivers license.

SCHEDULE: Hrs as assigned by supervisor; on call responsibilities

RESPONSIBILITIES/OBJECTIVES:

- Assess and coordinate healthcare and services for participants in the Northeast Region. Select programs have a greater number of assigned nursing hours and thereby a greater oversight responsibility. Institute appropriate follow up and communicate all medical issues to: Residential Manager, Health Care Director, Area Director, and any other appropriate SHCS staff.
- Maintain, Review, and supervise all medical care services in Northeast.
- To Provide supervision and training to northeast nursing staff
- MAP trainer and MAP oversight with reports to facilitate compliance
- Attend and participate in residential staff meetings and provide in-service training of residential staff on medical topics as needed
- Complete reports in accordance with regulations.
- Facilitate effective communication with participant's physician to obtain medical information and treatment.
- Document medical needs of participants and interventions as needed.
- Advise the Health Care Director of any medical problems that may hinder a person's progress or placement in current residential setting.

- To foster the growth of individuals and to treat them with respect, dignity and in an age and culturally appropriate manner.
- Assist individuals with their medical appointments and transport if necessary in designated programs as recommended by their physicians and DDS standards
- To be familiar with the regulations and statutes governing and insuring the human rights of program participants.
- To implement procedures and services including medical interventions, or additional duties, as assigned by the Health Care Director of Seven Hills Community Services

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To treat individuals receiving supports with respect and dignity and maintain confidentiality and integrity at all times.
- To foster an environment which promotes responsibility, cooperation, consideration, and hospitality.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- Provide supervision of nursing staff and report to Health Care Director status of region’s medical/staff concerns

PHYSICAL REQUIREMENTS:

- Ability to drive
- Ability to lift 35 pounds on occasion

STATUS: Non-Exempt

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

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