

ASSISTANT CLINICAL NURSE SUPERVISOR-CASA

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Community Alternatives Systems Agency (CASA) and has responsibility assisting with program planning, staff supervision and ensuring the delivery of appropriate and cost effective programs to clients. The incumbent is also responsible for assisting with the coordination of long term care services including evaluation, assessment, case management and outcome activities. This position differs from the Clinical Nurse Supervisor by virtue that this position will coordinate and monitor the day to day activities of the Public Health Nurses and the Senior Registered Nurses. The Clinical Nurse Supervisor will be responsible for the Coordination of the entire CASA program. The work is performed under the general direction of the Clinical Nurse Supervisor with some leeway permitted for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides guidance to CASA nursing/case management personnel engaged in evaluation and assessment of client needs for long term home care services and case management activities in the delivery of these services;

Conducts training, in-service programs and general orientation for CASA nurses, caseworkers, nursing and medical students;

Assists with the scheduling and coordination of long term care services including evaluation, assessment, case management and outcome activities;

Monitors nursing/case management personnel activities to ensure compliance and adherence to all state and local policies and procedures;

Promotes and maintains good working relationships with clients, caregivers, and service agency personnel providing conflict mediation where indicated;

Reviews and compiles records and reports;

Promotes community awareness of CASA services through presentations, in-services and community event attendance.

May assume caseload responsibilities on a temporary basis to meet agency needs;

May participate in agency/facility/client case conferences in home or facilities;

May assign caseload responsibilities to meet agency needs;

May represent CASA in a Professional Advisory Capacity to community and New York State provider or service agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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Good knowledge of current community health nursing practices and supervision;
Good knowledge of pediatric and adult nursing practices and procedures;
Good knowledge of principles and practices of medical care facility operation and health care systems delivery;
Good knowledge of Medicare and Medicaid regulations concerning home health care;
Good knowledge of community agencies and organizations which can be utilized in the provision of long term care services;
Good knowledge of computer usage and medical terminology;
Ability to plan and supervise the work of others;
Ability to respond on short notice to unscheduled/immediate need community visits and case conferences;
Ability to establish and maintain cooperative working relationships with others;
Ability to communicate in a timely and effective manner;
Demonstrates good decision making skills.

MINIMUM QUALIFICATIONS*:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in nursing and two years' professional community health nursing experience; OR

B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in nursing and four years of professional community health nursing experience; OR

C) An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

*Special Requirement: Licensure and current registration to practice as a Registered Professional Nurse in New York State.

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.