

## CLINICAL NURSE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for supervising CASA'S long term care services which include evaluation, assessment, patient care planning, and case management activities. The work is performed under the general direction of the CASA Program Coordinator with latitude permitted for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the activities of all nurses. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assigns caseload responsibilities to staff, including Public Health Nurses and Registered Professional Nurses;

Provides guidance and insight to staff for difficult cases; Assures timely assessments/ reassessments, care planning, efficient case management, communication and liaison with health care and community service providers;

Follows up on activities and complaints, in compliance with quality assurance plans, and makes recommendations or institutes corrective action;

Assists in planning, implementing, coordinating and evaluating the program;

Recommends program policies, practices and procedures designed to meet program goals;

Trains staff on procedures;

Assesses staff performance and conducts performance evaluations;

Promotes community awareness of the CASA program and services available by utilizing public information techniques, and community event attendance;

Monitors and coordinates all activities related to the services provided, including required recording, reporting, referral and follow-up, to ensure the optimum operation and delivery of services;

Provides technical assistance and consultation to all parties involved with the program and acts as the representative of the program area;

Prepares a variety of records and reports on agency activities;

Assumes responsibility for the program in the absence of the CASA Program Coordinator;

May serve as a member of program advisory boards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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;  
Skill in the application of nursing procedures and techniques of patient care;  
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;  
Resourcefulness;  
Tact;  
Initiative;  
Demonstrates good decision making skills.

**MINIMUM QUALIFICATIONS\*:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and two years experience as a Public Health Nurse; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and one year of experience as a Public Health Nurse; OR
- C) An equivalent combination of training and experience 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.

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8/10/11