



Human Resource Department
26, Church Street, Lyons, NY 14489

JOB VACANCY ANNOUNCEMENT

2024-58

Title:	Supervising Licensed Practical Nurse *Provisional*
SALARY:	2024 \$26.30 - \$27.22
Benefits:	<ul style="list-style-type: none">• Regular raises• Paid Holidays/Annual & Sick Leave• Excellent Health Insurance• NYS Retirement Pension• Deferred Compensation• Tuition Reimbursement• Flex Spending Account
Location:	Wayne County Nursing Home
Application Deadline:	By the end of the business day (5 pm) on Monday, June 10, 2024 or Until filled.
Additional Information:	*This position will be filled <i>provisionally</i> pending Civil Service T&E Exam (reference the Wayne County Human Resources website (Exams) for more information)

MINIMUM QUALIFICATIONS

Open Competitive: Completion of a course of study approved by the New York State Education Department as qualifying for Licensed Practical Nurse, licensure to practice as a Licensed Practical Nurse in New York State, and three years of Licensed Practical Nursing experience, two of which must have been in long term care.

Promotional: Three (3) years as a Licensed Practical Nurse within the Wayne County Nursing Home.

Special requirement: Licensed Practical Nurse license maintained throughout employment.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

DISTINGUISHING FEATURES OF THE CLASS

This position involves responsibility for maintaining high standards of professional nursing services at the Wayne County Nursing Home and Rehabilitation Center. The incumbent works as a supervisor, but may consult with a registered professional nurse by telephone. Work performed under general direction of the Director of Nursing/ADON or RN Designee with latitude allowed for instructing, planning and making assignments to subordinate personnel. The incumbent performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of nursing techniques and their relation to medical and surgical practices; ability to carry out therapeutic treatments prescribed; ability to understand and carry out detailed oral and written instruction's ability to keep records and make reports; ability to get along well with others, physical condition commensurate with the demand of the position. Must communicate in a clear, concise, and professional manner. Ability to lead and develop a cohesive team. Ability to secure the cooperation of others; Dependability, resourcefulness, good observation skills, professionalism.

TYPICAL WORK ACTIVITIES

- Arranges staffing patterns and maintains related records of professional and non-professional nursing services staff on nursing units.
- Assist the Director of Nursing/ADON with the interview process, and employee review process in accordance with facility practice.
- Assists with in servicing and audits.
- Conducts correspondence and maintains clear communication with the designated RN, ADON/DON.
- Coordinates MD visits and care, care planning.
- Coordinates the scheduling of nursing staff.
- Coordinates the services rendered by other departments in the interest of effective management and patient and/or resident welfare.
- Directs all phases of nursing services on a specific unit to ensure competent nursing care in accordance with the facilities policies and procedures and State and Federal regulations.
- Establishes and maintains a good working relationship with the nursing home team.
- Evaluates and directs the care of residents and supervision of staff, under the direction of the RN.
- Identifies changes in resident's physical, medical, and psychological status and makes recommendations concerning care.
- Instructs and assists the nursing staff and auxiliary nursing personnel of nursing problems, clinical techniques, such as checking physician's orders and chart accuracy.
- Makes scheduled rounds of nursing unit(s) and observes patient and/or resident condition and checks quality of nursing care and treatment:
- Obtains and supervises sufficient professional and non-professional staff depending on needs of patients and/or residents.
- Orients new personnel and oversees participation in related staff development and in-service training programs.
- Participates in the admission process and budget development and control, and staff assignments.
- Performs all clinical and operational duties of a Licensed Practical Nurse.
- Prepare records and reports within scope of practice, such as MDS, care plans, Quality Indicators, etc.
- Promotes and maintains good relationships with patients and /or residents and their relatives and friends.
- Promotes and participates in patient and/or resident education and rehabilitation.
- Provides staff and family with information regarding nursing home policies and procedures.
- Serves on the Admission Committee to review applications for admissions (and to review discharges to another level of care).
- Takes an active role in QAPI committees, skin team and other committees as assigned.
- Works with an on-call RN for various assessments and investigations related to nursing care.

Posted 5/30/2024

Applications available online at <https://waynecountyny.gov/Jobs.aspx>

Submit application in person, by mail or fax to 315-946-7488

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