

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date:

Closing Date:

**TITLE:** Supervisor of Nurses

**SALARY:** \$64,000

Hours: 40 X 35\_\_\_

**DEPARTMENT:** Human Services

Union \_\_\_ Mgmt X

**LOCATION:** Northfield

NJCSC Test Required: Yes X No \_\_\_

Grant Funded: Yes \_\_\_ No X

**Note: Positions in the role of the Unit Manager and In-Service Coordinator, involves the task of infection prevention. Shift is 7AM – 3PM.**

### **DEFINITION**

Under direction of the Director or Assistant Director of Nursing or other administrator supervises the operations of a group of patient-care units or of a specialized area, and directs the assignment and activities of professional and nonprofessional personnel; does other related duties.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS**

#### **EXPERIENCE:**

Three (3) years of experience as a registered professional nurse, one (1) year of which shall have included the supervision of direct care nursing staff.

#### **LICENSE:**

Applicants must possess a current, valid registration as a professional nurse in the State of New Jersey.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **EXAMPLES OF WORK**

Assists in planning, organizing, and coordinating the implementation of established policies within the units.

Assigns, evaluates and participates in the development of proper and effective work methods.

Analyzes and evaluates nursing care and work performance and makes recommendations for improvement or development.

Participates in the planning for provision of physical facilities.

Provides recommendations for staffing in units and participates in determining qualifications for personnel.

Participates in developing a program of orientation and in-service training for personnel.

Prepares and supervises the preparation of requisitions for medication, equipment and supplies.

Assists, confers, and plans with other divisions in the department to coordinate, evaluate, and recommend for implementation of complete program.

Confers with members of medical and psychiatric staff for understanding of patient care problems.

Supervises the handling, dispensing, use of, and recording of narcotics, medications, equipment, and supplies within the units.

Participates in the preparation of the unit's budget by accepting reports from assistant supervisors of nurses, head nurses, assistant head nurses, and registered professional nurses.

Tracks and makes recommendations on budget expenditures in the units.

Resolves nursing problems.

Supervises students and volunteer workers.

Assists in establishing priorities for patient care.

Prepares and/or supervises the preparation of reports and surveys.

Supervises the keeping of medical records within the units.

Evaluates employee performance and conduct enabling the effective recommendation of the hiring, firing, promoting, disciplining and development of employees.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

### **KNOWLEDGE AND ABILITIES**

Knowledge of principles and methods of professional nursing and hospital organization.

Knowledge of organizing assigned nursing and supervisory work and developing effective work methods.

Knowledge of sterilization, immunization, and diagnoses.

Knowledge of the preparation and maintenance of medical and other records.

Knowledge of the administration of narcotics and other medications and treatments.

Ability to interpret and apply unit policies.

Ability to analyze, comprehend, and interpret professional nursing problems.

Ability to organize supervisory work.

Ability to provide assignments and instructions.

Ability to work harmoniously with associates.

Ability to develop work schedules for assigned employees.

Ability to handle, dispense, direct the use of, and keep records of narcotics, medications, and other supplies.

Ability to prepare requisitions for medication, equipment and supplies.

Ability to apply principles, procedures, and practices of nursing to specific cases.

Ability to observe and report symptoms and condition of patients.

Ability to administer medications, equipment, and supplies.

Ability to direct the keeping of reports.

Ability to maintain and to direct the maintenance of records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***