

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: LPN/RN Supervisor PMs**

**Date:** 10/12/2020

**Location:** Elm Grove, WI

**Department:** Health Services

**General Summary:**

The LPN/RN is a licensed professional who follows the guidelines of the Nurse Practice Act. The Nurse, under the supervision of the Nursing Manager is responsible for directing and assisting in the delivery of total resident care.

**Essential Duties and Responsibilities:**

- Collaborates with the CNA Lead- Scheduler to monitor and maintain a staffing model and schedule that meets the needs of the Sisters.
- Monitors sick calls, tardiness and time over scheduled hours.
- Receives unscheduled absence calls as per call schedule. Calls staff to fill in shifts and coordinators with staff working to balance work load based on number of staff available.
- Collaborates with the Nurse Manager looking at hiring needs based on the needs of the Sisters.
- Evening shift supervisor- Monitors care delivery of Sisters on 2nd shift. Acts as a mentor and teacher utilizing leadership skills. Delivers corrective action as deemed necessary.
- Completes annual reviews for Nursing Assistants.
- Maintains current skills and knowledge through continuing education and applies information to job responsibilities.
- Working knowledge and ability to comply with facility policies and procedures for work place safety including infection control procedures, application of universal precautions for bloodborne pathogens, use of personal protective equipment and handling of hazardous materials.

**Basic Qualifications:**

- Valid LPN or RN Wisconsin license
- Minimum of one (1) year's experience in an acute or long-term care setting
- Two (2) years of progressive nursing experience
- Experience to include geriatrics, quality assurance, community health, wellness programming or mental health
- Ability to communicate effectively with staff and residents through verbal and/or written means
- Possesses supervisory and interpersonal skills needed to carry out the resident's plan of care
- Familiar with the Wisconsin Nurse Practice Act

**Job Type:** Full-time 2<sup>nd</sup> Shift 1.0FTE

**Benefit Eligible:** Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403(b) Retirement Benefits and generous Paid-Time-Off Benefits.

**If you are interested in this position please complete an application.**

**If you have any questions contact:**

**Lindsey Van Beck, HR**

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