

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Nursing Supervisor**

POSTED DATE: 11/15/2021

LOCATION: St. Louis, Missouri

DEPARTMENT: Health Care

GENERAL SUMMARY:

The Nursing Supervisor is licensed by the State of Missouri and practices according to the standards of practice for Registered Nurses as outlined in the Missouri Statutes and Administrative Code. The Nursing Supervisor has administrative responsibility for planning, organizing, directing, supervising, coordinating, and evaluating the health care objectives for Sisters associated with the St. Louis campus for the School Sisters of Notre Dame (SSND), Central Pacific Province. The Nursing Supervisor oversees the development and implementation of policies and procedures as well as staff training and supervision. The Nursing Supervisor is also responsible for handling resident concerns and assists residents in a respectful manner, fostering independence and self-determination.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assume 24 hour responsibility for the leadership and overall operation of the health care department
- Define and direct nursing care in accordance with the health care philosophy and values of the School Sisters of Notre Dame, and in accordance with current standards for nursing practice.
- Coordinate and collaborate health care activities with specific internal groups, i.e. community leader, administrator, department directors and with external health care agencies, i.e. area physicians and general nurse practitioners, dentists, and pharmacists
- Mentor and supervise the nursing staff
- Provide input and monitor an annual budget for health care based on established staffing patterns, durable medical expenses, and medication costs
- Collaborate with human resource on issues involving: recruitment, staffing, corrective action, performance appraisals, wage adjustments, maintaining information in personnel file, workers' compensation, etc.
- Maintain current clinical and management skills
- Implement directives of the community administrator
- Develop, maintain and periodically update the nursing department policy and procedural manual, and objectives and philosophy

- Develop, maintain, and periodically update written job descriptions
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by community administrators
- Attend workshops and in-services as required

QUALIFICATIONS

- Licensed RN with a wholistic perspective
- Experience supervising employees preferred
- Good organizational skills
- Good communication skills
- Ability to work as a team leader
- Understanding of needs and love for the frail elderly
- Ability to listen compassionately
- Physical ability to perform the duties of the position, including moving and lifting patients

JOB TYPE: Part-time (20-24 hpw)

BENEFITS: 403B Retirement benefits, paid-time-off, and holiday benefits are included with this position.

**For more information or a complete job description contact:
Lindsey Van Beck, lyanbeck@ssndcp.org**

Please apply directly to our website or send/email cover letter, resume and salary requirements to: Lindsey Van Beck at lyanbeck@ssndcp.org.