

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**RESIDENTIAL NURSING SUPERVISOR**

**Location:** 16 Bed Residential (Intermediate Care) Facility

**QUALIFICATIONS**

**MINIMUM:**

State of Ohio license for Registered Nurse required. Must have a minimum of 5 years of nursing experience, and knowledge of nursing of individuals with developmental disabilities. Must possess strong nursing and assessment skills.

Must have strong communication and writing skills.

Must be able to efficiently use computers to access and utilize email, the agency database, policy and procedure manuals, forms/templates, and the internet; prepare documents in Microsoft Word; and prepare/utilize spreadsheets in Microsoft Excel.

Must have a valid Ohio driver's license and an insured personal vehicle to use while on agency business. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

**PREFERRED:**

Two years or more of supervisory experience. Previous experience in an ICF/IID facility.

**RESPONSIBILITIES**

Coordinate all nursing functions for a 16-bed residential (intermediate care) facility.

Communicate timely and effectively with Program Managers, ICF/IID Administrator/QIDP, and Director of Nursing.

Supervise all nursing staff at the Residential (Intermediate Care) Facility.

Manage the provision of residential services in accordance with ICF/IID, DODD and OBN rules/regulations and other standards.

Ensure all records and documentation are completed as required by regulating agencies.

Communicate information regarding agency policies, procedures and programs to families, clients, staff and others.

Administer medication, and perform medical procedures and emergency medical treatment, as appropriate.

Coordinate with the SSA Department and complete RN Quality Assurance process.

Coordinate with the SSA Department to complete Nursing Task assessments to be submitted to DODD.

Obtain DODD training/certification for delegated nursing certifications 1, 2 and 3.

Schedule and complete delegated nursing certification, renewal classes, and submit required paperwork to DODD.

Assist Director of Nursing and/or Meister ICF/IID Administrator/QIDP with tasks/projects, as needed.

Provides nursing services as necessary, and as back-up on open shifts.

**HOURS:** Typically, Tuesday – Saturday. Flexible as needed.

**SALARY:** Level 6 – Management contract

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