



RN ADMINISTRATIVE HOUSE SUPERVISOR – 3-11PM SHIFT

JOB DESCRIPTION SUMMARY:

Inglis Foundation enables people with physical disabilities – and those who care for them – to achieve their goals and live life to the fullest. Inglis House, which provides long-term, residential care for nearly 300 adults with physical disabilities, is seeking a 3-11pm RN Administrative House Supervisor with 5+ years as a professional registered nurse.

PRIMARY RESPONSIBILITIES include:

- Working with the interdisciplinary Care Plan Team in conducting a comprehensive assessment and development of an individualized care plan for assigned residents.
- Assisting the Director of Nursing (DON) to develop, maintain and periodically update written policies and procedures that govern the day-to-day and define the Nursing Services objectives and philosophies.
- Making written and oral reports/recommendations to the DON and Executive Co-Administrator as necessary/required concerning the operation of the Nursing Services Department.
- Participating in the development, implementation and maintenance of an ongoing quality assurance program for the Nursing Services Department based upon HCFA clinical indicators, monthly quality indicator report and identified issues/problems.
- Coordinating and reviewing discharge teachings and plans with resident and/or family.
- Providing information to residents and family members regarding prevention techniques and other ways to maintain or improve the general health and psychosocial status of the resident.
- Cooperating with other personnel to achieve department objectives and maintain good employee, interdepartmental and public relations.
- Relationship building with physicians to understand their needs and to respond with appropriate programs and services.
- Managing costs/budgets effectively and within assigned timeframes.

ADDITIONAL RESPONSIBILITIES include:

- Reviewing of complaints and grievances made by the resident/staff and makes a written/oral report to the DON indicating what action(s) were taken to resolve the complaint/grievance and follows established procedures.
- Reporting and investigation of all allegations of resident abuse and/or misappropriation of resident property.
- Utilization of Inglis standards of professional organizations in conducting resident care
- Performance of other duties as assigned.

QUALIFICATIONS

- 5+ years experience as a Professional Registered Nurse.
- 5-10 years of supervision of Nursing teams/units experience preferred.
- Professional Registered Nurse with a valid license in Pennsylvania.
- Excellent interpersonal, organizational and computer skills are a must.
- Demonstration of courteous and respectful behavior with all levels of staff is required.

Inglis welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send resume, cover letter with salary requirements to Inglis, Attn: Human Resources, 2600 Belmont Avenue, Philadelphia, PA 19131 or via email to cythia.burgess@inglis.org EOE, M/F/D/V