

Nursing Supervisor (LPN / RN)

Position Overview:

ParaMed is currently seeking a Nursing Supervisor (Clinical LPN/RN Supervisor) to join our team of experienced professionals to support the operation in supervising our team of caregivers!

The elemental function of this role is to provide supervisor support to Health Care Aide (HCA) and Nursing staff. Reporting to the Executive Director, the Clinical Supervisor will be responsible for ensuring effective delivery of client services to a designated geographic area in accordance with ParaMed's mission statement, established policies and procedures, relevant legislation, government guidelines, and local contract requirements. If you are seeking a dynamic opportunity bridging nursing and supervisory duties in the realm of Home Healthcare, we've got the perfect fit for you! We want a dynamic and energetic individual who displays a high level of understanding of Home Healthcare and who is passionate about fostering a positive employee culture!

Location: Winnipeg, MB

Job Type: Permanent, Full-Time

Hours: Full-time, Day Shifts Monday through Friday with some on-call

Rate of Pay: Based on Experience

Responsibilities:

- ✓ Ensures the establishment of an effective patient-related Care Plan which is consistent with funder service plan.
- ✓ Conducts in-home visits per ParaMed's policy (Quality Management Manual – Home Visit Policy) to assess.
- ✓ Receives and reviews referrals/requests from funder and private sources.
- ✓ Provides advice and support to the Assignment Coordinators as required, when scheduling for a non- routine/complex patient.
- ✓ Communicates regularly with funder about patient Plan of Care changes in condition and risk issues.
- ✓ Collaborates with internal and external health care team as appropriate.
- ✓ Reviews, implements and complies with all policies and procedures as directed.
- ✓ Maintains current and accurate documentation on all patient records (in-home/electronic/office) and patient charts/records.
- ✓ Generates reports and performs statistical analysis (i.e. on hours worked, number/nature of visits, number of performance reviews completed).
- ✓ Determines the appropriateness of field staff performing non-delegated functions.
- ✓ Delegation of an authorized act procedure to staff.
- ✓ Teaching and monitoring of Special Function.
- ✓ Participate in On-Call Rotation as required.
- ✓ Responds to and follows through on urgent situations regarding patients including Not Seen/Not Found, in accordance with local contractual obligations.

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- ✓ Ensures that field staff are informed of any potential or real risk within the scope of their position.
- ✓ Investigates and responds to serious funder/patient complaints/issues.
- ✓ Initiates and follows through on Reportable Event Document (RED's).
- ✓ Ensures compliance with all Quality Management policies and Risk Management procedures.
- ✓ Conducts orientation, training and In-Service training as required.
- ✓ Monitors employee performance through in-home visits, internal/external feedback and funder feedback.
- ✓ Assesses employee performance through the completion of probationary reviews and annual performance reviews
- ✓ Receives and responds to work-related concerns/issues in a timely manner.
- ✓ Responds to performance concerns in a timely manner through investigation and follow-up, as required, with an appropriate Management or Human Resources Representative.
- ✓ Ensures that health and safety hazards and accidents are reported immediately and in compliance with Community Health Services' established policies and procedures.
- ✓ Investigates and thoroughly documents all accidents and reports all time-sensitive documentation to the WCB
- ✓ Creates and promotes a rehabilitation/return to work plan for injured workers that includes modified work assignments.
- ✓ Completes ongoing monitoring of the established rehabilitation/return to work plan and complies with and understands the Occupational Health and Safety legislation and practices
- ✓ Develops and strengthens a positive working relationship with patients, funder and other service providers.
- ✓ Actively participates in internal and external committees and community functions (i.e. workshops, job/health fairs, patient conferences, provider meetings, participation on focus groups).
- ✓ Continually improves professional development (i.e. reading educational material from the College of Nurses, attending workshops and seminars).
- ✓ Contributes to a healthy and safe working environment.
- ✓ Performs other duties as required.

Qualifications/Experience:

- ✓ LPN or RN designation in good standing is required
- ✓ A minimum of 5 years of experience working as an LPN/RN including some direct experience working as an LPN/RN within a Home Healthcare capacity.
- ✓ Knowledge of community health care on a local level.
- ✓ Experience working in a supervisory nursing capacity.

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- ✓ Proficiencies in forecasting staffing needs, training and mentoring staff, and performance management according to provincial legislation.
- ✓ Excellent verbal and written communication skills.
- ✓ Excellent organizational, interpersonal and teaching skills.
- ✓ Working knowledge of MS Office software application.
- ✓ Experience using Procura or other Scheduling/ Patient Information Management System software is considered a strong asset.
- ✓ Ability to work non-traditional and on-call hours as required.

Application Instructions:

Applications can be submitted via www.paramed.com/careers, physically to our Winnipeg Branch located at #202 5 Donald Street, Winnipeg, MB, or via email to Renée Box (District Recruiter) at renee.box@paramed.com

Competition Number: 2020-7295