



Original post (2018-35)  
Re-posted with updated info

**POSITION VACANCY ANNOUNCEMENT**  
**BELKNAP COUNTY**

<b><u>Position Title</u></b>	<b><u>Labor Grade</u></b>	<b><u>Salary Range</u></b>	<b><u>Department/ Division</u></b>	<b><u>Posting Date</u></b>	<b><u>Work Shift</u></b>
RN Sup	16	\$27.28 – 37.77 + shift diff.	Nursing Home	10/27/2020	40 hrs 11-7

**SPECIAL INSTRUCTIONS:**

**Closing Date for submitting Application:** An application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged, but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 30 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled.

**GENERAL SUMMARY:**

Under the general supervision of the Director of Nursing Services, plans, organizes and directs the activities of nursing personnel within the facility pursuant to objectives and policies of the Department of Nursing and within scope of practice under RSA 326-B as revised. Renders professional nursing care to the residents as needed.

**ESSENTIAL JOB FUNCTIONS:\***

Follows all established duties and responsibilities as set forth in the Registered Nurse job description.

Assures staffing levels and equivalencies for following shifts. Responsible for the completion of performance evaluations of nursing personnel on their respective shift.

Takes responsibility for events occurring on the shift. Coordinates events occurring on units on opposite shifts.

Assists in staff training and orientation. Coordinates staff and unit meetings.

Oversees the coordination of resident care with the other two shifts.

Assumes responsibility for State and Federal regulations governing long term care facilities.

Works with consultants and coordinates resident care with them.

Makes resident rounds daily.

Oversees that the plan of care and the delivery of care to residents is consistent.

Coordinates admissions, transfers and discharge of residents.

Supervises and oversees the daily assignments of the nurses and the licensed nurse assistants.

Participates in discussion and meetings relating to all clinical practice issues.

Responsible for the safety of residents under his/her supervision. Follows Resident's Rights and facility policies at all times.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require completion of a high school diploma and graduation from an accredited school of nursing and three years' experience in a long-term care facility. Previous experience assuming charge responsibilities for a unit.

Current licensure by the NH State Board of Nursing.

Must maintain current certification in CPR.

Sincere concern for the geriatric patient.

Possess leadership and supervisory ability and be willing to work harmoniously with other personnel.

**SUPERVISORY RESPONSIBILITY:**

Supervises the nurses and the licensed nurse assistants. Carries out supervisory responsibilities in accordance with Belknap County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

This position may be exposed to indoor and outdoor environments, and may subject to extreme variations of temperature, noise, odors, bloodborne pathogens, and physical, chemical and respiratory hazards.

Balancing, crouching, grasping, pulling, reaching, repetitive movements and stooping are required. Required to occasionally lift weights in excess of 75 pounds.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,  
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

**GENERAL PROVISIONS**

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"