

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
9**

**DATE LAST PRINTED:
October 18, 2012**

JOB TITLE: RN Team Leader

914N

Summary of Responsibilities

Supervises and administers nursing services to residents on an assigned team; oversees the dispensing of and administers medicines and treatments to residents; directs personal care of residents; monitors, reports and records residents progress.

Illustrative Examples of Work

1. Supervises, evaluates and updates personnel assigned to team; delegates tasks to staff; prepares CNA and Unit Attendant assignments; maintains record of unit employee attendance; disciplines staff when necessary.
2. Administers medications and treatments to residents; administer intravenous injections, feedings, etc.; checks and administers narcotics.
3. Maintains accurate patient reports and charts; reports daily on patient transactions to relieving shifts.
4. Assists physician in conducting unit rounds; reports resident's symptoms and condition to physician; notifies physician in case of emergency; obtains, transcribes and carries out physician orders.
5. Gives direct patient care which cannot be carried out by nonprofessional personnel; gives assistance to CNA or Unit Attendant when necessary.
6. May be required to serve in capacity as House Supervisor.
7. Conducts meetings with staff as necessary.
8. Attends fire and disaster drills, in-service training programs and a variety of required meetings, including supervisory meetings, safety meetings, etc.
9. Performs all duties in accordance with County policies and procedures.
10. Performs other duties as required or assigned.

Education and Experience

- Certification of graduation from an accredited school of nursing.
- Current registration with the Illinois State Board of Nurse Examiners.
- Extensive knowledge of nursing theory and practice.
- Extensive knowledge of applicable Federal, State and Local requirements for a skilled care nursing home.

Abilities

- Ability to deal effectively with geriatric and multiple-handicapped persons.
- Ability to supervise nursing care personnel.
- Ability to communicate effectively both oral and in writing in all situations.
- Ability to function effectively in an emergency situation; maintain a composed manner of self and staff.
- Ability to establish and maintain working relationships with professional and non-professional personnel, patients and the general public.

Other

- Hepatitis B. - requires education and offer of immunization

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.