Job Description

Title/Position: Assisted Living Nurse Supervisor
Department: Assisted Living
Reports To: Assisted Living Director
Days/Hours: 64 to 80 hours/pay period; hours vary
FLSA Status: Non-exempt
Wage Scale: $32.89-$48.10
Effective: 4/20/25
Reviewed: March 2026

I. POSITION

a. Education/Training: RN

b. Skill(s):

- Cognitive and Affective Competencies:
  - Problem-solving skills including cost-benefit analysis
  - Ability to utilize verbal and written communication skills to address external and internal customers, including senior management and various other individuals
  - Develop and operate personal computer applications
  - Negotiate, instruct, supervise, persuade and influence people
  - Analyze, evaluate, integrate, compile and compare data and information
  - Formulate and develop policies and procedures
  - Active listening, conflict management and team building
  - Proficiency in planning, organizing, delegation and communicating departmental goals and work plans as they relate to the overall mission

II. General Responsibilities

a. Assisted Living Nurse Supervisor: Supervise the direct care of Apple Ridge tenants including creating and implementing specialized care plans. Collaborate with the assisted living director to implement best practices.

II. STANDARD REQUIREMENTS

1. Supports the Mission, Values and Vision of Appleton Area Health.
2. Is knowledgeable of patient rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all patients in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
   - **a.** Safety/Infection Control, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
   - **b.** Confidentiality of all data, including patient, employee and operations data.
   - **c.** Quality assurance and compliance with all regulatory requirements working with quality manager.
   - **d.** Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
   - **a.** Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction including appropriate judgment.

b. Uses tactful, appropriate communication in sensitive and emotional situations.

c. Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.

d. Promotes positive public relations with patients, family members and guests.

e. Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

III. ESSENTIAL FUNCTIONS

1. Maintains confidentiality in all aspects of the job.
2. Promotes a positive work environment as evidenced by quality service and positive staff attitudes.
3. Demonstrates and actively promotes an understanding and commitment to the mission of AAH through performing behaviors consistent with the AAH mission statement and standard of excellence.
4. Maintains a working knowledge of applicable federal, state, and local laws and regulations, as well as other policies and procedures to ensure adherence in a manner that reflects honest, ethical, and professional behaviors.
5. Facilitates private and government safety initiatives.
6. Completes regular clinical health assessments of residents' health status.
7. Monitors residents' health status and administers medications as ordered by a provider.
8. Interacts with residents' families and reports changes in their health care plans.
9. Ensures continuity of care by getting to know each resident, their needs and the best approach to their healthcare as a whole.
10. Serves as primary nursing contact for physicians, vendors, therapy services, family members, employees, and residents.
11. Maintains the safety of all residents and employees. Responds appropriately to safety hazards and reports any issues to the appropriate person. Ensure that all staff follow infection control policies and procedures.
12. Works with the assisted living director to assist in staff meetings and communication regarding resident cares and Apple Ridge operations.
13. Provides appropriate training for staff and ensures staff complete required competencies.
14. Maintains accurate documentation of employee training, employee communication and competencies.
15. Assists with shift coverage when needed or call-ins occur.
16. Scheduled on-call time required.
17. Be available by phone for reporting/notification requirements and employee questions regarding resident's care.
18. Communicates with the LALD on resident updates, staffing concerns, training and overall quality of care.
19. Other duties as assigned by Assisted Living Director.

V. PHYSICAL AND MENTAL DEMANDS

For physical and mental demands of the position and environment, see following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	**NOT APPLICABLE**	**OCCASIONALLY 1-2.5 HR**	**FREQUENTLY >2.5-6 HR**	**CONTINUOUSLY >6-8 HR**
STANDING		X		
WALKING			X	
SITTING			X	
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL			X	
REACHING BELOW KNEE		X		
CLIMBING		X		
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS			X	
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS	X			
CARRY WAIST LEVEL <10 LBS			X	
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS		X		
CARRY WAIST LEVEL > 50 LBS	X			
PUSHING/PULLING < 20 LBS			X	
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS	X			
PUSHING/PULLING >150 LBS	X			
WRITING			X	
HEARING				X
SQUAT/KNEELING		X		
REPETITIVE ACTIONS				X
KEYBOARDING				X
DRIVING		X		
SPEAKING				X
SEEING/VISUAL				X
PHYSICAL ENVIRONMENT				

X	NOISE		FUMES/GASES	X	CHEMICALS
X	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____