

CLINICAL NURSE SUPERVISOR-CASA

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Community Alternatives Systems Agency (CASA). The work involves responsibility for planning, coordinating and supervising the Community Alternative Systems Agency. Supervisor is responsible for program development and planning and staff supervision of appropriate and cost effective programs to clients. The incumbent is responsible for the coordination of long term care services including evaluation, assessment, case management and outcome activities. The work is performed under the general direction of the Deputy Commissioner of Assistance Programs, with latitude permitted for the exercise of independent judgment in carrying out details of the work. Indirect supervision is exercised over the activities of all Nurses, Case Managers, and Clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works independently or with the Director to establish protocols and casework procedures to guide CASA personnel;
Identifies and assists in the development of policies, procedures and forms necessary for program development and implementation tasks;
Assigns job roles to CASA nurses/case managers, and clients to CASA caseloads;
Directly assigns and oversees the work of the Assistant Clinical Nurse Supervisor;
Supervises nursing and case management personnel engaged in evaluation and assessment of client needs for long term home care services and case management activities in the delivery of these services;
Assures coordination of services rendered by other departments in the interest of the client;
Assures timely assessments/reassessments, care planning, efficient case management; communication and liaison with health care and community service providers;
Participates in agency/facility/client case conferences as needed;
Supervises staff performance of all pertinent client documentation and provides staff training for all identified needs related to procedures, programs and computer usage;
Provides guidance/insight to CASA personnel for difficult cases or problems;
Monitors and provides formal evaluations to CASA nursing/case management staff in their job performance as required by Personnel;

Schedules and conducts in-service programs and general orientation for CASA nurses and caseworkers;
Assumes responsibility for CASA HIPAA compliance, through staff training and adherence to HIPAA policies and procedures;
Promotes and maintains good working relationship with clients, caregivers and service agency personnel providing conflict mediation where indicated;
Prepares all required documentation and represents CASA at Fair Hearings;
Implements quality assurance policies and procedures and monitors services and documentation to ensure compliance at the State and Local level;
Promotes community awareness of CASA services through presentations, in services and community event attendance;
Represents CASA in a Professional Advisory Capacity to community and New York State provider and service agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current community health nursing practice and supervision;
Good knowledge of pediatric and adult nursing practices and procedures;
Good knowledge of principles and practices of medical care facility operation and health care systems delivery;
Good knowledge of Medicare and Medicaid regulations concerning home health care;
Good knowledge of community agencies and organizations which can be utilized in the provision of long term home care services;
Proficiency in computer usage and medical terminology;
Ability to plan and supervise the work of others;
Ability to respond on short notice to unscheduled/immediate need community visits and case conferences;
Ability to establish and maintain cooperative working relationships with others;
Ability to communicate in a timely and effective manner;
Demonstrates good decision making skills.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and two years of professional community health

experience, one year of which shall have been in a supervisory position; or

- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and four years of professional community health experience, two years of which shall have been in a supervisory position; or
- C) An equivalent combination of training and Experience as outlined by the limits of A) and B) above.

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