



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: RN Shift Supervisor – PT PM

LOCATION: Park View Health Center

HIRING RANGE: \$41.25 – 45.83/Hr.

STATUS: Part time

HOURS PER WEEK: Up to 32

WORK HOURS: 3PM – 11PM

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *July 2025*

POSITION TITLE: RN Shift Supervisor

DEPARTMENT: Park View Health Center

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

RN Shift Supervisors lead resident care throughout the facility on their assigned shifts. They maintain the mission of Park View Health Center by ensuring that residents receive the necessary care and services to maintain their highest practicable physical, mental, and psychological well-being.

RN Shift Supervisors provide each resident with the nursing care and assessment for establishing interventions within a plan of care and in an environment which promotes maintenance or enhancement of their quality of life; all in accordance with Park View Health Center's policies and procedures; Federal & State regulations, the Nurse Practice Act, Standards of Nursing Practice and the nursing process.

ESSENTIAL FUNCTIONS:

1. Monitors and updates residents' changes in condition, ensuring timely communication with providers/responsible parties and appropriate interventions. Ensures follow-up on acute issues and provides RN assistance, education, or disciplinary actions as needed, in line with PVHC policies and State & Federal regulations.
2. Leads acute resident and emergency situations, acting as incident commander, coordinating safety protocols, and guiding staff through emergency response procedures.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures the staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides guidance and education to staff to ensure resident care aligns with written care plans and is accountable for nursing care during assigned shifts.
2. Directs resident condition changes, documents on the 24-hour Resident Condition Report, tracks and monitors required resident follow up and ensures timely physician notification.
3. Ensures timely communication with physicians and resident contacts, initiates short-term care plans, and obtains required informed consents.
4. Ensures appropriate orders and paperwork, including Code Status forms, are completed upon admission or re-admission.
5. Supervises and guides RN/LPN staff in acute situations, co-signs, and reviews LPN assessments.
6. Leads investigations for incidents involving falls, injuries, and suspected caregiver misconduct, including incident reports and staff interviews. Completes initial self-reports to the state as directed by the NHA and participates in the resident grievance process.
7. Contributes to completing accident and injury QA reports, medication errors, and infection control reports. Monitors and completes outbreak procedures along with line lists after hours.
8. Participates in nursing department Quality Assurance by completing compliance rounds, initiating audits, and corrective actions for identified inappropriate care. Works with the management team to maintain survey readiness and complete past non-compliance monitoring.
9. Demonstrates flexibility with work hours, assignments, and weekend/holiday shifts as required. May be MOT for RN Shift Supervisor needs up to 16 hours.
10. Provides education on policies, regulations, and nursing standards, collaborating with the Staff Development Coordinator for staff competency.
11. Supervises the nursing schedule, adjusts staffing, and collaborates with the Nursing Scheduler to meet resident care needs. Takes staff call off's and completes call slips. Works in collaboration with the infection preventionist to provide further recommendations for testing or return to work dates based off facility policy.

12. Completes incident reports related to staff and visitor injuries following county policy for reporting. Forwards reports onto county risk manager, provides first aid care and refers for medical treatment if necessary.
13. Collaborates with the Admissions Coordinator in reviewing resident referrals for admission to Park View Health Center and provide beneficial feedback; initiate neighborhood admission packet and care plans; identify neighborhood and room placement; facilitate implementation of nursing supplies or equipment which will be needed for the referral resident's care.
14. Performs other duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Nursing.
2. Supervises Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants and Hospitality Aides while providing care on an assigned shift.
3. Collaborates with the RN Neighborhood Supervisors and Admissions Coordinator.
4. Collaborates with the Quality Assurance Supervisor and Staff Development Coordinator.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Degree in the field of Nursing from an accredited institution of higher learning.
2. Current valid Wisconsin license as a Registered Nurse.
3. Preferred minimum of three years' experience working with geriatric, psychiatric, or developmentally disabled residents.
4. Preferred minimum of one year experience working with Skilled Nursing Home Federal Regulations
5. Knowledge of Quality Improvement and Performance Improvement Projects
6. Preferred minimum of one-year supervisory experience
7. Certified in Basic Life Support (CPR) for the Health Care Provider.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong knowledge of nursing theory, practice, and regulatory standards (State and Federal), with a focus on Quality Improvement and long-term care survey processes.
2. Ability to respectfully communicate effectively, both verbally and in writing, while practicing active listening.
3. Proficient in nursing assessment tools, including, DISCUS, Braden Skin Assessment, and implementing resident-focused care plans.
4. Knowledgeable in common geriatric medications, treatment plans, and infection control practices (e.g., hand hygiene, precautions, PPE, COVID regulations).
5. Skilled in emergency care, including CPR and defibrillator use, in response to cardio-pulmonary arrest incidents.
6. Flexible and knowledgeable in staff nurse duties such as medication administration, order transcription, care plan initiation, and physical assessments.
7. Proficient in computer systems, including email, documentation, Microsoft Office, and learning new software; experienced with office equipment like multi-line phones, fax machines, and computers.
8. Ability to function and lead staff during high stress situations encountered within a healthcare setting.

PHYSICAL REQUIREMENTS:

1. Ability to perform occasional lifting (up to 50 lbs).
2. Ability to perform work from a sedentary position with repetitive hand movements for accurate typing.
3. Ability to frequently walk without difficulty for at least 8 hours.
4. Ability to bend at the waist, squat, kneel, and reach high and low on an occasional basis.
5. Ability to hear conversation and speak clearly on a constant basis.
6. Ability to function in situations encountered in a normal office setting.
7. Ability to perform physical requirements of a direct care staff nurse.