

<b>POSITION:</b>	<b>House Supervisor</b>	<b>Job Posting N 435</b>
<b>DEPARTMENT/UNIT:</b>	<b>Nursing Administration</b>	
<b>DATE POSTED:</b>	<b>January 19, 2009</b>	
<b>DATE CLOSES:</b>	<b>Open Until Filled</b>	

**Part-Time Night Position:** Must be able to work two 12-hour night shifts per week. This can be combined with working another unit for a full-time position.

**Essential Duties/Responsibilities:**

- ✓ Responsible for promoting and maintaining quality patient care through effective management of the activities for Patient Care Services. In the absence of Administrative Management, the Nursing House Supervisor has the authority and responsibility for administrative decisions and appropriate notification of the Administrator-on-Call.
- ✓ Responsible for after hours coverage for: Pharmacy, Health Information & Records and the Nursing Staffing Office.

**Minimum Qualifications:**

1. Wyoming RN License.
2. Minimum of 3 - 5 years previous acute care experience.
3. BCLS or ACLS certifications required.
4. Positive communication style and comfort with conflict management necessary.
5. Demonstrates leadership, managerial ability and the application of good interpersonal relationships and principles of supervision and administration.
6. Detail oriented, strong organizational skills and have ability to handle multiple tasks.
7. House wide competencies must be completed including but not limited to HI&R and Pharmacy after hour coverage.

**Drug Free Workplace – Drug Test Required.**