



BAYVIEW HUNTERS POINT
Adult Day Health Center
A Program of Bayview Senior Services

ADHC/CBAS CENTER NURSE SUPERVISOR

Approximately 25-30 hours/week

Supervises: Nurses, Care Partners (CNAs and program aides.)

Reports to: Program Director

JOB SUMMARY

The Adult Day Health Center is a licensed program that is designed to help seniors and people living with disabilities age in place in the community, and avoid institutionalization. Besides nurses, the center provides social services, nutrition and nutritional services, therapies, including physical, occupational, speech and psychological services, as well as a variety of person-centered activities to address individual and group needs for socialization, memory, and physical movement in an inclusive atmosphere. The nurse provides absolutely essential treatments, teaching and coordination of needed services, and is a key leader in the multidisciplinary team. S/he supervises other nurses and the Care Partners who provide personal care services.

DUTIES AND RESPONSIBILITIES

- 1) Serves as a member of, the ADHC MDT and mentors team members, in partnership with the ADHC program director.
- 2) Skilled assessment of community dwelling elders' biological, psychological and social needs, with a focus on addressing behavioral health needs early and effectively.
- 3) Ability to work independently, as well as a member of a multidisciplinary team.
- 4) Assesses patient health behaviors, cultural influences and belief/value system.
- 5) Performs assessments and develops and implements biannual treatment plans on a daily basis
- 6) Maintains familiarity with Medi-Cal managed care plan requirements and benefits, and Medicare benefits and rules

- 7) Builds collaborative relationships and regular communication channels with each ADHC participant's Medicare PCP, psychiatric providers and the patient's circle of community-based services.
- 8) Partners with patients, families, the MDT, and community resources to provide well-coordinated, timely, compassionate, exemplary care.
- 9) Acts as a liaison between the patient and physician(s) offices and assists with insurance authorizations, as needed.
- 10) Serves as a patient advocate and liaison between patient, ADHC MDT, Medicare physicians, other providers and the Medi-Cal managed care health plan.
- 11) Communicates with all members of the healthcare team, as appropriate, about patient/family needs and concerns.
- 12) Coordinates with nursing facility and hospital discharge planners to prepare patients for a safe return to home and ADHC, or facilitates expedited new admissions to ADHC during care transitions.
- 13) Provides education and information to the patient and their family, helping to make care seamless, continuous and comprehensive.
- 14) Maintains confidentiality of protected health information in compliance with state and federal law and regulations.
- 15) Performs all other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent clinical knowledge and skills in both physical and psychiatric domains.
- Strong clinical assessment and documentation skills.
- Commitment to dignity, honor, respect and person-centered treatment.
- Demonstrated leadership skills.
- Knowledge of federal and state requirements for CBAS and Federal and State healthcare reform initiatives.
- High level of understanding of community resources, treatment options, medical necessity criteria for ADHC and other health insurance benefits.
- Culturally competent skills to work effectively, respectfully and sensitively within the community, patient and family's cultural context and belief system.
- Excellent interpersonal communication skills, written and verbal: read, speak and write English fluently.
- Ability to promote team-building among a multi-disciplinary team.
- Strong organizational skills and analytical abilities.
- Basic computer skills including use of PC-based software programs and databases

PERSONAL QUALITIES

- Positive, professional demeanor and dress.
- Strong critical thinking and independent problem solving skills.
- Adaptable, willing to learn and share learning with co-workers.
- Creative, resourceful and innovative.
- Ability to set priorities and organize multiple tasks.
- Reliable and committed to the team and center goals.
- Compassionate and empathic.
- A good sense of humor is absolutely essential

MINIMUM REQUIREMENTS

Experience :

- Minimum one year acute care required
- Experience working with African American seniors and people living with disabilities preferred
- Geriatric experience preferred

Education:

- Bachelor's degree in Nursing, or higher preferred

License/certification:

- Current California RN license with no history of sanctions
- CPR certification

Travel:

- Local travel using personal vehicle possible
- California Drivers' License required
- Automobile insurance required

Other:

- Physical clearance
- TB clearance

Salary is competitive in a nonprofit environment; will earn sick and vacation time, and can qualify for health benefits, if working 30+ hours per week.

Please send resume and cover letter to jobs@bhpmss.org