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# Example of Patient Care Supervisor Job Description

Our innovative and growing company is hiring for a patient care supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for patient care supervisor

* Two (2) year of supervisor experience home health (Preferred)
* Supervises staff performance management and staff development, including required education for staff (will cover the staff of the Heart Hospital 3rd floor)
* Participates in planning, implementing, coordinating and evaluating patient care activities, staff education, coordinating new hire orientation, and management activities as delegated by the Patient Care Manager (PCM)
* Under the general direction of the Patient Care Delivery Director, supervise and coordinate the patient care support staff
* Assure Hospice trained and competent staff are available to provide care
* Assure inservice/continuing education opportunities are available to keep staff skills upgraded
* Direct and manage the clinical services for the Hospice Program in assigned geographic area
* Maintain and support Hospice interdisciplinary team
* Participate in Hospice Program and Agency-wide performance improvement activities
* Assure compliant and appropriate intake, referral management, authorization, and OR Scheduling by PCC staff

## Qualifications for patient care supervisor

* RNs hired prior to 2/2012 are not required to have a BSN to continue in their non-leadership role as an RN
* Requires excellent customer service, interpersonal and communication skills, both written and oral
* Computer and math skills strongly preferred
* Must have good personal hygiene and be able to work flexible days and hours
* Completion of Patient Care Supervisor competencies within 90 days of employment required
* Completion of a certified nurse or medical assistant program