

Title: Nurse Supervisor
Supervisor: Executive Director
FLSA: Full-time, Exempt
Location: Sophia Snow House, West Roxbury

About Sophia Snow House:

With over 160 years of experience, Sophia Snow House is well-known as an affordable, gracious senior living community. This is an opportunity to join our team and to work with us to enhance the dignity, self-reliance and vitality of our residents. Sophia Snow House is committed to providing the people it serves the highest quality of care and is looking for individuals who share this vision.

Position Summary:

The responsibility of the Nurse Supervisor in our facility is to care for our residents in such a manner as to help them maintain independence, self esteem and dignity. We wish to provide a safe atmosphere in which each person may find respect, enjoyment and satisfaction in living. The Nurse Supervisor oversees the direct care staff in the DPH licensed Level IV Supportive Living Community.

Required Qualifications/Experience:

- Graduate of an accredited School of Practical or Registered Nursing.
- C.P.R. Certified as there is an A.E.D. on site.
- Current and valid license to practice nursing in Massachusetts.
- Experience in geriatric nursing and a concern for their well being.
- Proven management/supervisory experience.

Duties and Responsibilities:

- Direct and coordinate all health care services to insure competent care for all residents.
- Assist in the development and maintenance of resident care policies, procedures and job descriptions.
- Organize and direct the Nursing Department.
- Meet with the Executive Director regarding activities of the department and any problems/concerns that are encountered.
- Work closely with physicians and other health care providers to ensure optimal care of each resident.
- Schedule Nursing personnel.
- Conduct training and orientation of new and current staff members.
- Have good working knowledge of all nursing personnel roles and ability to step in as necessary.
- Attend marketing, department head and other meetings as directed.
- Screen all new potential residents in the community for possible placement here at Sophia Snow House.
- Work closely with family members or people in charge of residents' welfare to keep lines of communication open.

- Administer yearly PPDs to those who are eligible. Fill out T.B. screening forms for those with + PPD.
- Maintain current certificates, licenses and CPR cards.
- Edit, re-write and monitor med sheets for accuracy.
- Other duties as required.

Functional Requirements:

Standing: 34% to 66% of the time.

Walking: 34% to 66% of the time.

Balancing: 34% to 66% of the time.

Kneeling: 34% to 66% of the time.

Crouching: 34% to 66% of the time.

Reaching/working overhead: 34% to 66% of the time.

Climbing: 34% to 66% of the time.

Pushing: 34% to 66% of the time 10-20 pounds.

Pulling: 34% to 66% of the time 10-20 pounds.

Lifting/carrying: 34% to 66% of the time 10-20 pounds.

To Apply:

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: careers@rogerson.org (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

Mail: HR Department- Rogerson Communities

1 Florence Street

Boston, MA 02131

Sophia Snow House is managed by Managed by Rogerson Communities. Sophia Snow House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Sophia Snow House offers a comfortable working environment along with competitive benefits including health, dental, vision, retirement, paid time off and other benefits.