



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: RN Neighborhood Supervisor

LOCATION: Park View Health Center

HIRING RANGE: \$85,789 - \$95,321/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:00 pm

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 *June 2025*

POSITION TITLE: RN Neighborhood Supervisor – Infection Preventionist

DEPARTMENT: Park View Health Center

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Each RN Neighborhood Supervisor is assigned to lead resident care within one or more neighborhoods within Park View Health Center. RN Neighborhood Supervisors will maintain the mission of Park View Health Center by ensuring that residents receive the necessary care and services to attain or maintain their highest practicable physical, mental and psychological well-being.

RN Neighborhood 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, and standards of nursing practice.

ESSENTIAL FUNCTIONS:

1. Oversees daily nursing care in designated neighborhoods, ensuring high-quality care by managing the team and adjusting routines as needed. Coordinates care planning with the interdisciplinary team, holds care conferences with residents, families, and healthcare representatives, and completes MDS assessments. Leads discharge planning to minimize re-hospitalizations.
2. Manages infection prevention and control program, including monitoring infection rates, coordinating vaccine programs, and outbreak management according to policy. Ensures compliance with reporting requirements to NHSN, updates infection control policies, and ensures the facility is compliant with infection control regulations. Must complete required infection preventionist education.
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. Plans and facilitates the nursing department Mentor Program in conjunction with the Staff Development Coordinator.
2. Serves as the primary resource for resident-focused questions or concerns, maintaining open communication with staff, residents, families, physicians, and community entities. Assess and address resident and neighborhood concerns in a timely manner, ensuring care is delivered in accordance with the resident's care plan.
3. Collaborates with the Admissions Coordinator to review resident referrals, room placements, and necessary supplies and equipment for incoming residents. Reviews new admissions to ensure adequate paperwork, assessments, and compliance with care plans.
4. Organizes and leads resident care conference meetings, collaborate with interdisciplinary teams, review resident medications, consents, care plans, and goals.
5. Acts as a liaison between healthcare agencies and the facility, ensuring effective delivery of care for residents, including coordination with dialysis centers, hospitals, and other specialists.
6. Provides education on Park View Health Center policies, regulations, and nursing standards, ensuring staff competency and supporting staff development.
7. Works with the interdisciplinary team to develop and revise care plans, including discharge planning and patient plan of care (PPOC) for discharges.
8. Ensures accurate and current care plans, complete progress notes, perform neighborhood audits, and facilitate survey preparation and correction of identified concerns.
9. Performs the role of RN Shift Supervisor or staff nurse if needed as directed by DON.

10. Assists in grievance process, investigations and self-reports
11. Participates in the facility QAPI program and Performance Improvement Projects
12. Facilitates Medicare Part B Supply Order in conjunction with the purchaser
13. Maintains line lists for outbreaks for both staff and residents. Provides staff and resident education for each outbreak, provides instruction on appropriate PPE and facility management. Reports information to the County Public Health Department. Reviews staff call slips for call in monitoring and tracking related to infection control.
14. Oversees the facility immunization program ensuring immunization logs remain up to date and provides necessary consents and vaccine information sheets as required. Establishes vaccine clinics as needed.
15. Oversees the Fit-Testing and Respiratory Protection Program and tracks annual TB Risk assessments
16. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Nursing.
2. Supervises Registered Nurses, Licensed Practical Nurses, Unit Assistants and Certified Nursing Assistants and Hospitality Aids while providing care within an assigned neighborhood.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree preferred or Associate's degree in the field of Nursing from an accredited institution of higher learning.
2. Current valid Wisconsin license as a Registered Nurse.
3. Minimum of three years' experience working with geriatric, psychiatric, or developmentally disabled residents preferred.
4. Minimum of one year experience working with Skilled Nursing Home Federal Regulations preferred.
5. Certified in Infection Control or the ability to obtain certification within 3 months of hire.
6. Certified in MDS or the ability to obtain certification within one year after hire.
7. Minimum of one-year supervisory experience preferred.
8. Certified in Basic Life Support (CPR) for the Health Care Provider.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Quality Improvement and Performance Improvement Projects.
2. Knowledge of nursing theory, practice, and regulatory standards (State and Federal), with a focus on Quality Improvement and long-term care survey processes.
3. Ability to communicate effectively, both verbally and in writing, while practicing active listening.
4. Proficient in nursing assessment tools, including MDS, DISCUS, Braden Skin Assessment, and implementing resident-focused care plans.
5. Knowledgeable in common geriatric medications, treatment plans, and infection control practices (e.g., hand hygiene, precautions, PPE, COVID regulations).
6. Skilled in emergency care, including CPR and defibrillator use, in response to cardio-pulmonary arrest incidents.
7. Flexible and knowledgeable in staff nurse duties such as medication administration, order transcription, care plan initiation, and physical assessments.

8. 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.
9. Ability to adapt to a changing work environment and frequent interruptions including flexibility in work hours and work assignments. Works occasional weekends and holidays.

PHYSICAL REQUIREMENTS:

1. Ability to perform minimal lifting (10 - 25 lbs.).
2. Ability to perform most work from a sedentary position with occasional walking.
3. Ability to perform repetitive hand movements for accurate typing.
4. Ability to bend at the waist, squatting, and reaching 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.