



COUNTY OF LEBANON

Job Announcement

Position:	Register Nurse/Health Services Supervisor
Department:	Renova Center 25 Metro Drive Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	40 hours per week (Mon-Friday primarily dayshift hours)
Pay Grade:	7 (Non-union pay chart)
Salary Range:	\$2,356.00 Biweekly and up depending on experience
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ **Required background checks must be submitted with application.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position is responsible for the management, coordination, and organization of professional nursing standards of practice for individuals with intellectual disabilities residing in a 24/7 Intermediate Care Facility. Work involves providing direction and supervising a team of Licensed Practical Nurses. More specific duties include, but are not limited to: assures, health services are in compliance with Department of Health regulations governing Intermediate Care Facilities for people with Intellectual Disabilities (ICF/ID), maintenance of medical charts, 24-hour safe staffing nursing levels, assess and develop effective and efficient nursing procedures and policies, oversee and evaluate the quality, accuracy and efficiency of total care provided to individuals, complete schedules, conduct in-service programs for staff education, conduct annual performance evaluations of nursing staff, utilize the Home and Community Services Information System (HCSIS), relating to incident reports, and complies with County and Facility policies and procedures.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must be a Registered Nurse with a valid Pennsylvania RN License. Must have a valid PA Driver's License. Prior exposure to, or experience working with people with intellectual disabilities is desirable but not necessary. Must have basic computer skills, the ability to communicate effectively, both orally and in writing, knowledge of nursing and medical practices and procedures, familiarity with regulations and principles relating to people with intellectual disabilities, leadership, supervisory ability and the willingness to work harmoniously with professional and non-professional personnel. Ability to plan, organize, develop, implement, and interpret program goals, objectives, policies, and procedures, etc., necessary to provide quality care to people with intellectual disabilities.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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