



Field Nurse Supervisor, Licensed Home Care Agency

Salary Range: \$83,000 to \$90,000 (Classification: Exempt)

Reports to: Clinical Manager

About Us:

Sunnyside Home Care is a Licensed Home Care Service Agency (LHCSA) that provides dedicated, compassionate care to home-bound individuals throughout New York. We offer tailored services to private pay and contract clients, focusing on helping individuals remain safe and comfortable in their homes. Our team of home health aides plays a crucial role in supporting our clients, and our nurses ensure the highest standards of care and supervision.

Position Summary:

We are seeking a full-time Field Nurse Supervisor to lead and support our team of Field Nurses, ensuring high-quality, compliant client care. Responsibilities include routine nursing visits as well as post-hospitalization follow-ups, incident investigations, wellness calls and visits, and general field oversight. The Field Nurse Supervisor will assist with office administrative duties, including supervising support staff and assisting with daily operations in the manager's absence. The ideal candidate demonstrates strong leadership, organizational skills, and the ability to balance responsibilities.

Responsibilities:

Field Oversight

- Supervise, orient, and evaluate field nursing staff, providing coaching, feedback, and support to ensure adherence to professional standards and agency policies.
- Monitor nursing practice for compliance with state regulations and agency policies.
- Conduct home visits for start-of-care, re-admission, PRN wellness, aide supervision, and incident investigation.
- Oversee visit schedules to ensure all visits are timely, including HHA supervisions and reassessments.
- Ensure accurate and timely documentation of all visits and note entries in HHAeXchange and HRA's Long-Term Care Web systems.
- Serve as a liaison between field nurses, clients, families, physicians, and other healthcare professionals.
- Collaborate with the Clinical Manager on field nursing performance and client concerns.
- Contribute feedback to improve HHA training and in-service programs based on in-home experiences.

Leadership, Staff Development & Support

- Support staff development through in-service education and ongoing professional guidance.
- Assist in department coverage during the Clinical Manager's absence, including supervision of support staff and support to the clinical team.
- Attend and contribute to agency and department meetings and participate in professional development activities.
- Participate in interagency collaborations and community outreach.

**Quality Assurance & Compliance**

- Participate in Quality Improvement (QI) initiatives and chart reviews to maintain regulatory compliance.
- Investigate and participate in the resolution of client incidents, complaints, or concerns, maintaining confidentiality and accuracy of records.

On-Call Responsibilities

- Participate in the agency's on-call rotation, providing guidance and support during off-hours.
- Respond to urgent client needs during on-call periods.

Perform other duties as assigned.**Qualifications:**

- Current NY State Registered Nurse (RN) license required.
- Bachelor of Science in Nursing (BSN) preferred.
- Current CPR Certification required.

Experience

- Minimum of 5 years of nursing experience, including at least 2 years of recent supervisory experience in home care.
- Demonstrated ability to conduct staff evaluations, provide orientation, and supervise clinical staff in the field.
- Prior experience with HRA documentation and the Long-Term Care Web strongly preferred.
- Background in QI processes, audits, and regulatory compliance.

Skills & Competencies

- Strong organizational and time-management skills, with the ability to prioritize multiple responsibilities.
- Excellence in clinical practice, ensuring high-quality, evidence-based care.
- Excellent communication and interpersonal skills for working with staff, clients, families, and healthcare partners.
- Proven leadership and mentorship skills to support and guide nursing staff.
- Proficiency in electronic health record systems and clinical documentation.
- Bilingual Spanish preferred.
- Must have a valid driver's license and regular access to a vehicle.
- Foster a supportive team, while maintaining professionalism.

SCS offers an Excellent Benefits Package

Comprehensive medical, dental, and vision insurance

403B pension plan with employer contribution

Flexible spending account and transit checks

Employee Assistance Program

Paid Time Off: 20 days of vacation, 12 sick days, 12 holidays, and 5 personal/floating days

Life Insurance

Long-term disability



Sunnyside Community Services' strength lies in its ability to work with people at every stage in their lives and in their own communities. We pride ourselves in an approach that is comprehensive, caring and community-based.

Application Method:

If you would like to join our team, please forward a cover letter and resume with the subject line: "Full-time Field Nurse" to smckenzie@scsny.org

All positions at **Sunnyside Community Services** are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect well-being.

SCS offers a full range of benefits. Location is convenient to public transportation (a 10-minute subway ride from Grand Central.)

For more information about **Sunnyside Community Services**, please visit their website at www.scsny.org

Equal Opportunity/Affirmative Action Employer