



**EMPLOYMENT OPPORTUNITY**  
**EXEMPT APPOINTMENT**

**CLASS: 2324                      TITLE: NURSING SUPERVISOR**  
**(ea1)                                      [LAGUNA HONDA HOSPITAL]**

**SALARY: \$4,936 - \$7,186 Biweekly**

**DEADLINE: Open Until Filled**  
**POSTED: October 30, 2009**

**JOB DESCRIPTION:**

Laguna Honda Hospital and Rehabilitation Center (LH) is accepting applications for **one (1) full time permanent exempt** position in class 2324 Nursing Supervisor to function as *Transition Planning Coordinator*. **Pending budget approval.**

LHH is a 780 bed acute care and skilled nursing facility that provides care and rehabilitation to the medically complex long-term care population of San Francisco. There are six (6) primary clinical service areas that include acute medical and rehabilitation, integrated wellness, chronic care, hospice, complex care and dementia programs. In addition, there are in-house medical and surgical clinics on the Laguna Honda campus.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**ESSENTIAL DUTIES:**

The *Transition Planning Coordinator*, directly reporting to the CEO, is responsible for the development, implementation, and oversight of new hospital transition planning preparation and move to the new hospital scheduled for April 2010. The essential job functions include the following:

- Leads the transition planning preparation for the hospital's planned Licensing and Certification survey for the new hospital, scheduled for March 2010.
- In collaboration with executive management, directs and supervises the completion of departmental and hospital-wide policies and procedures for 35+ departments, monitoring, providing support and guidance to managers and/or directors;
- In collaboration with departmental managers, coordinates and compiles the hospital's departmental orientation and training plan, including the development of the orientation and training outlines, handouts/resource guides for staff, curriculum and competency validation checklists ;
- Compiles, analyzes and provides input in the development and completion of the 35+ hospital departments' new building, staffing and operational plans;
- Promotes communication and problem solving within the facility for issues related to transition planning updates, licensing and certification preparation and risks for meeting project timelines and completion of tasks;
- Provides follow-up correspondence to executive staff and keeps the CEO informed of issues;
- Participates and provides support in the development and evaluation of Hospital wide policies and procedures;

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- Develops, implements, and evaluates facility programs and policies for effectiveness of services and regulatory compliance;
- Interprets and evaluates transition planning efforts/products for consistency regulatory and organizational policies, procedures and standards (e.g. Title XXII, Code of Federal Regulations);
- Participates in the development of transition planning staff and management training curriculum development and education/teaching staff, management and executives.
- Performs other related duties as assigned/required.

### **MINIMUM QUALIFICATIONS:**

1. **LICENSE:** Possession of a valid California Registered Nurse (RN) license issued by the California Board of Registered Nursing; **AND**
2. **EDUCATION:** Possession of a baccalaureate degree from an accredited college or university with major course work in Nursing or a related field, or in Business/Public Administration; **AND**
3. **EXPERIENCE:** Two (2) years (equivalent to 4,000 hours) of experience in a designated Nursing supervisory capacity (nurse manager or designated charge nurse) or administrative leadership/support role in a long-term care facility, rehabilitation center, or other hospital setting within the last five (5) years.

**Substitution of Education:** Three (3) years of additional experience in a designated Nursing supervisory (nurse manager or designated charge nurse) or administrative leadership/support role in a health system, long-term care facility, community mental health setting or other hospital setting may be substituted for the educational requirement for Specialty Area E [Laguna Honda].

**Verification/Waiver:** Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

### **Cardiopulmonary Resuscitation (CPR) Certificate Requirement / Provision:**

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required as a provision to employment for all positions. Eligibles who do not possess such a certification may participate in this examination process and be appointed to a position(s), but will be required to obtain the certificate within two (2) weeks of hire date and maintain validity throughout length of employment. A photocopy of the valid Cardiopulmonary Resuscitation (CPR) Certificate must be provided to the appropriate supervisor of the appointment within the allotted time frame. Failure to demonstrate/show proof of possession of valid certification within two (2) weeks of hire date and throughout length of employment may result in dismissal and/or termination of employment.

### **DESIRED QUALIFICATION(S):**

- Experience implementing regulatory requirements of Title 22 and Code of Federal Regulations.
- Working knowledge of computers, software, hardware and related systems.
- Experience in large Hospital/SNF setting greater than two hundred (200) beds.

**APPLICATION PROCEDURE:**

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Evonne Arita, Laguna Honda Administration, Laguna Honda Hospital, 375 Laguna Honda Boulevard, San Francisco, CA 94116. Open Until Filled.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*

**HR USE ONLY: JOB CATEGORY 200**

**POSTED: October 30, 2009**