



CNA/SHIFT SUPERVISOR JOB DESCRIPTION

Title: <i>CNA/Shift Supervisor</i>	FLSA Status: <i>Non-exempt</i>	Shift: <i>9 am to 5 pm; Every Thursday & Friday and Every Other Saturday & Sunday</i>
Reports to: <i>Director of Nursing</i>	Department: <i>Palm Program</i>	Employment Status: <i>Part-Time</i>
Supervisory Responsibilities: <i>No</i>	Location: <i>Belmont, NC</i>	Date Created/Last Evaluated: <i>June 20, 2022</i>
Wage: <i>\$14 base plus shift differentials</i>		
<p>Summary <i>The individual must support the goals, philosophy, and values of House of Mercy and Sisters of Mercy. The CNA/Shift Supervisor will supervise around-the-clock care for 6 (six) residents to ensure they receive their medications appropriately, eat nutritious meals, and exercise. Your day may include driving our residents to doctor appointments, welcoming a new resident, transitioning a current resident to their next care option, comforting a resident who is near the end of their life, cooking family-style meals for our residents, helping with hygiene, and treating our residents as you would want your own loved ones to be treated. A CNA who does not come with MedTech credentials will be able to gain that additional certification under the guidance of our Director of Nursing. Yes, we offer on-the-job training and advancement from CNA to Shift Supervisor!</i></p>		
<p>Qualification Requirements <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; CNA and med tech skills will be validated before being able to provide care. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • <i>High School Diploma or GED</i> • <i>Graduation from a Certified Nurse Assistance Program</i> • <i>Current valid driver's license</i> • <i>Pass pre-employment testing</i> • <i>1 to 2 years of experience in hospital, nursing home, adult/family care home, or equivalent life experience</i> 		
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • <i>Be committed to the philosophies and values of House of Mercy, Inc.</i> • <i>Eager and able to work in a stigma-free environment</i> • <i>Follows all established rules, regulations, policies and procedures pertaining to residents and staff at the House.</i> • <i>Maintain professional standards of confidentiality within and outside of House of Mercy, Inc. and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The shift supervisor shall have access to a Resident's protected health information for the purpose of treating the Resident and for House of Mercy, Inc., operational purposes only.</i> • <i>Be flexible to meet the changing needs and abilities of the residents.</i> • <i>Be willing to work as a team member concerning communication, scheduling and overall work ethic.</i> • <i>Assume responsibility for operational activities, resident programs, and services of House of Mercy Inc., in the absence of the Director of Nursing.</i> • <i>Ensure the smooth operation of the House, and for meeting the residents' needs during their assigned shift.</i> • <i>Works with staff and volunteers to provide appropriate resident' care, prepares and serves meals, housekeeping, and coordinates resident activities and transportation.</i> • <i>Notifies the Director of Nursing and/or the Administrator on call of changes in residents' condition.</i> • <i>Administers medication and treatments to residents. CNA's are required to successfully complete the medication exam given by the Division of Health Services Regulations (DHSR) to fulfill job responsibilities. The Director of Nursing will coordinate with the newly hired CNA to complete the 15-hour training during their working schedule within the first 60 days. The CNA must be able to participate and progress through the training.</i> • <i>Employees must schedule the exam within the first 90 days in order to maintain employment. The exam may be after the first 90 days due to exam facility limitations, but the appointment must be made prior to 90 days of employment and successfully passed in no greater than two examination attempts unless other determination is made by the Director of Nursing.</i> • <i>Creates residents' care plans upon admission and updates care plan as residents' condition changes. Assists in orienting new residents who arrive on their shift.</i> 		

- Ensures all rules, regulations, policies and procedures established for the House and its residents are followed and reports any variance to the Director of Nursing.
- Appropriately addresses concerns of residents, their families, and staff during their shift and if unable to do so, contacts the Director of Nursing and/or the Administrator on Call to request their assistance.
- Gives verbal shift report to the oncoming Shift Supervisor.
- Participates in fire drills at least quarterly, following the schedule the Director of Nursing developed.
- Promptly reports employee injuries, maintains competency in job safety, and adheres to OSHA regulations.
- Orients new employees to the shift if the Director of Nursing requests.
- Earns 12 continuing education units (CEU's) per calendar year. Six (6) CEUs must be related to medication training. Training opportunities will be provided to meet this requirement. If unable to attend in-house offered training, they will be responsible for earning CEU requirements on their own time and expense.
- Maintains a current 1) CPR certificate, 2) CNA/ medication aide licensure, and 3) 12 CEUs per year in accordance with guidelines published by the North Carolina Division of Facility Services.

Supervisory Responsibilities

None

Physical Demands & Working Conditions:

For the designated shift, must continuously be able to stand, walk, have use of both hands and fingers, speak, hear, and see clearly and drive an automobile. Requires frequent use of side vision, lifting/pushing/pulling more than 50 lbs., twisting, bending, and reaching overhead and in front of the body. Requires ability to climb a 10" step stool, balance, stoop, kneel and crouch; have depth perception and distinguish basic colors. Requires inside work with occasional intermittent noise and exposure to conditions such as dust, fumes and chemicals, and potentially infectious viruses. The person must have knowledge of and always adhere to universal precautions in order to avoid infection. Reasonable accommodations may be made to support individuals with disabilities.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.