



# HOUSE OF MERCY, INC.

*A ministry of the Sisters of Mercy, providing hope, healing, and a home for persons living with HIV*

## **CNA/ SHIFT SUPERVISOR POSITION DESCRIPTION AND RESPONSIBILITIES**

### **Position: CNA/Shift Supervisor**

**9am -5pm: Every Thursday & Friday and Every Other Weekend**

### **About House of Mercy:**

Living with HIV/AIDS has changed greatly in the past 30 years. Since 1991 House of Mercy, as a ministry of the Institute of the Sisters of Mercy of the Americas, has provided compassionate care in a residential setting for up to 6 residents at a time. Just as treatments have changed and improved, so has the House of Mercy and our team is growing in to continue improvements for those we serve and to have systemic impact throughout our community.

For more information about The House of Mercy please visit <https://www.thehouseofmercy.org/>

**Job Summary:** The individual must support the goals, philosophy, and values of House of Mercy and Sisters of Mercy. The CNA/Shift Supervisor will be responsible for supervising around the clock care for 6 (six) residents to ensure they are receiving their medications appropriately, eating nutritious meals, and getting exercise. Your day may include driving our residents to doctors 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!

### **Major Duties and Responsibilities:**

- Be committed to the philosophies and values of House of Mercy, Inc.
- Be comfortable with the disease of AIDS and his/her involvement in this community as well as being reasonably knowledgeable about the disease.
- Follows all established rules, regulations, policies and procedures pertaining to residents and staff at the House.
- 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
- Be flexible in order to meet the changing needs and abilities of the residents.
- Be willing to work as a team member in relation to communication, scheduling and overall work ethic.
- Assume responsibility for operational activities, resident programs, and services of House of Mercy Inc., in the absence of the Director of Nursing.



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- Ensure the smooth operation of the House, and for meeting the residents' needs during their assigned shift.
- Works with staff and volunteers to provide appropriate care for residents, prepares and serves meals, cleans the residence, coordinates resident activities, and transportation.
- Notifies the Director of Nursing and/or the Administrator on call of changes in residents' condition.
- Administers medication and treatments to residents. CNA's are required to successfully complete the medication exam given by Division of Health Services Regulations (DHSR) in order 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.
- Employee 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.
- Creates residents' care plans upon admission and updates care plan as residents' condition changes. Assists in orienting new residents who arrive on their shift.
- 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 developed by the Director of Nursing.
- Promptly reports employee injuries, maintains competency in job safety, and adheres to OSHA regulations.
- Orients new employees to the shift if requested by the Director of Nursing.
- 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.



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## **Job Relationships:**

Responsible to: Director of Nursing and Case Management  
Employees Supervised: None  
Interrelationships: Works cooperatively with HOM staff, physicians, residents, families of residents, and volunteers.

## **Physical Demands and 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. Requires frequent use of side vision, lifting/pushing/pulling more than 50 lbs., twisting, bending, 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.

## **Job Qualifications (minimum):**

Education: High School Diploma or GED. Graduation from a Certified Nurse Assistance Program is required.

Other requirements: Current valid driver's license. Pass pre-employment testing.

Experience: Prefer experience working with HIV/AIDS but will provide on the job training for qualified applicants. Certified Nurse Assistants need 1-2 years experience in a hospital, nursing home, adult / family care home, or equivalent life experience to handle the responsibility of managing the house sometimes without direct supervisory support.

Skills: Demonstrates ability to lead others, make decisions, and interact effectively.

## **Schedule**

PT (24 hours a week) First Shift (9am-5pm)

Shift Differential for any shifts picked up for evenings (3-11 pm), nights (11 pm - 7 am), or weekends

Non-Exempt position

The House of Mercy Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics.