

## **HOUSE OF MERCY, Inc.**

### **POSITION DESCRIPTION AND RESPONSIBILITIES**

**Position:**      **Shift Supervisor**  
                         **Reports directly to the Director of Nursing/Case Manager**

**Job Summary:** The individual must support the goals, philosophy, and the values of the Sisters of Mercy and House of Mercy, Inc. The role of the shift supervisor is to assume responsibility for operational activities, resident programs, and services of the House of Mercy Inc., in the absence of the Director of Nursing. The shift supervisor is responsible for assuring the smooth operation of the House, and for meeting the residents' needs during their assigned shift. The Shift Supervisor must preserve confidentiality within and outside the residence.

Above all the **Shift Supervisor** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the House of Mercy, Inc.
2. Be comfortable with the disease of AIDS and his/her involvement in this community as well as being reasonably knowledgeable about the disease.
3. Maintain professional standards of confidentiality within and outside of the House of Mercy, Inc. and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The shift supervisor shall have unlimited access to a Resident's protected health information for the purpose of treating the Resident. The shift supervisor shall have limited access to protected health information as necessary for the operating of House of Mercy, Inc. Such access for operating purposes shall be limited to a review of the records necessary for the specific House of Mercy, Inc. operation at issue.
4. Be flexible in order to meet the changing needs and abilities of the residents.
5. Be willing to work as a team member in relation to communication, scheduling and overall work ethic.

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

1. Works with staff and volunteers to provide appropriate care for residents, prepares and serves meals, cleans the residence, coordinates resident activities, and transportation.
2. Notifies Director of Nursing and/or the Administrator on call of changes in residents' condition.

3. Administers medication and treatments to residents. CNA's may administer medication up to 90 days after completing the medication administration skills training. CNA's are required to successfully complete the medication exam given by DFS in order to continue administering medication after the initial 90-day period. This exam must be successfully completed within the 90-day probationary period unless other determination made by the Director of Nursing.
4. Creates residents' care plans upon admission and updates care plan as residents' condition changes.
5. Ensures that all rules, regulations, policies and procedures established for the House and its residents are followed, reporting any variance to the Director of Nursing.
6. 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.
7. Gives verbal shift report to the oncoming shift supervisor.
8. Conducts a fire drill at least quarterly, following the schedule developed by the Director of Nursing.
9. Promptly reports employee injuries, maintains competency in job safety, and adheres to OSHA regulations.
10. Orients new employees to the shift if requested by the Director of Nursing.
11. Follows all established rules, regulations, policies and procedures pertaining to residents and staff at the House.
12. Assists in orienting new residents arriving on their shift.
13. Attends all staff meetings and earns 12 continuing education units per calendar year, unless excused by the Director of Nursing. Six continuing education units must be related to medication training.
14. Maintains a current CPR certificate in accordance with guidelines published by the North Carolina Division of Facility Services.

**Job Relationships:**

Responsible to: Director of Nursing and Case Management

Employees Supervised: None

Interrelationships: Works cooperatively with other 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 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. Graduate of an approved School of Nursing with current license to practice as an RN/LPN or graduate of a Certified Nurse Assistance Program.

Other License: Current valid drivers license.

Experience: Prefer experience working with HIV/AIDS but will provide on the job training for qualified applicants. RN/LPN’s need 1-2 years of experience. Certified Nurse Assistants need three or more years of experience in a hospital, nursing home, or similar setting.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: January, 2017