

## JOB DESCRIPTION FOR HOUSE SUPERVISOR

In addition to assisting the licensed staff by performing standard care and activities of daily living for the Residents, the House Supervisor is responsible for managing the food service and facilities maintenance in the home she is assigned to. All job functions are performed with customer service and hospitality as the overall goal, to both our residents and team members alike. This includes:

### Management Duties in the Home

1. Maintains the overall cleanliness in the home by ensuring all team members (Nurses and Nurse Aides) perform their cleaning duties as assigned.
2. Responsible for ensuring the home is well organized (common areas, pantry, etc.).
3. Responsible for ensuring all Nurse Aides in the home (daytime floaters and night staff) prepare meals according to MSC standards and expectations.
4. Responsible for ordering groceries, cleaning supplies, and other household items in appropriate quantities.
5. Responsible for identifying and resolving house maintenance issues in an effective manner.
6. Responsible for coordinating house meetings and acting as a meeting facilitator or assigning those duties to a member(s) of the house team as needed.
7. Responsible for all cash funds in the home including any Resident funds where applicable.
8. Conducts training as needed to ensure team members in the home are performing their duties (not related to Resident care) according to MSC standards and expectations. Training may take place during House Supervisor's non-regularly scheduled working hours.

### General Nurse Aide Duties

1. Assists residents/clients as needed with Activities of Daily Living: Dressing, grooming, eating, bathing, positioning, turning, toileting, and range of motion.
2. Assists residents/clients with medications as ordered by a physician.
3. Keeps RN, LPN, and DON aware of changes in the resident's/client's condition.
4. Answers call lights promptly.
5. Changes bed linens, makes beds and keeps rooms clean and orderly.
6. Cooks and serve meals according to menus and recipes provided.
7. Interacts with residents/clients by initiating and leading appropriate activities.
8. Interacts/communicates with family members of residents/clients.
9. Performs cleaning schedule.
10. Attends any training and staff meetings.
11. Maintains the self-respect, personal dignity, and safety of each resident/client.
12. Encourages resident/client independence.
13. Does daily charting on resident/client status and tracking of ADL care.
14. May need to assist/accompany residents/clients on outings/errands.

**Physical Demands:**

1. Mobility about the unit and direct resident care involving moving, transferring, and possibly lifting residents.
2. Must be able to lift up to 50 lbs. on an occasional basis and stand for at least 75% of the time.
3. Must be able to move quickly, push, pull, bend, stoop, twist, reach, and balance.

**Qualifications:**

1. NA certified in the State of Hawaii.
2. Current CPR and First Aide Certification.
3. Yearly physician physical and TB clearance.
4. Able to read, write, and speak English.