

Grand Pines Assisted Living Part Time Shift Supervisor

1410 S. Ferry St.

Grand Haven, MI 49417

616-850-2150

www.heritageseniorcommunities.com

- **Qualifications**

Position may be staffed by L.P.N or equivalent. Prefer to have completed an Associate's Degree program, or comparable course work – either college level or seminars and workshops (certification required). Trained in Medication Administration. Innovative and creative thinking processes. Must maintain current license or registrations, first aid and CPR certifications.

Scope and Purpose

Liaison to ensure that all service efforts are coordinated effectively and support the objectives outlined in the resident service plan. Work directly with the Resident Services Coordinator and Administrator to assure goals and objectives of this living center are satisfied. Assure quality service delivery to each resident.

Duties and Responsibilities

- Follow and enforce company policies and procedures as stated in the Operations Manual.
- Compliance with all federal, state, and local rules and regulations
- Assist in communication with family members, physicians, therapists, counselors, etc. as needed for each resident, individually. Communicate concerns and actions to Resident Services Coordinator. Follow through as needed.
- Assure that residents are treated with kindness and respect, protects residents from accidents and injuries; responsible for safety of residents in case of an emergency.
- Participate in written evaluations of employees
- Provide supervision of shift personnel. Communicate any concerns to the appropriate department manager.
- Process all physician or health-care provider orders
- Assure compliance with physician orders, and protocols established by outside/ancillary service providers, as noted in the resident service plan.
- Oversee resident records – Perform charting duties and complete required documentation.
- Participate in the development of the resident assessment and resident service plan
- Assure resident service plan is followed by all staff.
- Assist staff with move-in process for new resident (paper work, resident vital signs, documentation, and general assimilation)
- Assure safe and proper techniques used with chemicals and cleaning products – including proper storage of products, tools, equipment, etc.
- Other duties as assigned or as may be necessary to assure that the goals and objectives of this living center are fulfilled.

Job Type: Part-time

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