

POSITION DESCRIPTION

Position Title: CNA Supervisor
Reports to: Nursing Supervisor

Director Division: Programs and Education
Status: Non-Exempt

Summary: The CNA Supervisor will assist the Nursing Supervisor with orienting and training new CNA employees and act as a liaison between the Nursing Supervisor and the Activities Supervisor on staffing needs and CNA patient care. The CNA Supervisor is responsible for overseeing and providing direct resident care including nursing/clinical care, personal, nutritional, social and restorative care in the ADHC operations and other areas throughout the program as appropriate.

Essential Responsibilities:

- Delegates tasks to Direct Care Staff.
- Inform direct care personnel of service delivery schedules.
- Ensure timely response by CNAs to participants needs, mealtime, fluids and meal recording.
- Monitor and perform consistent safety practices.
- Implement direct care staff adherence to all agency policies and procedures.
- Ensure direct care staff documentation is completed accurately and timely.
- Assist with staff development and skills review.
- Provide direct client care and other related duties as assigned by nursing supervisor.
- Assist Nursing Supervisor and/or Program Director with provider schedules, coordinating vacation requests and ill calls to ensure appropriate coverage.
- Act as the first level, "go to person" for contractors, volunteers and direct care staff regarding troubleshooting issues.
- Provide first level support as a patient services liaison to research issues surrounding complaints, and then communicating findings to manager.
- Facilitate the orientation and training of new direct care staff.
- Assist patients with concern and empathy.
- Respect patient confidentiality and privacy.
- Communicate in a courteous and respectful fashion.
- Anticipate patient issues to circumvent challenges and deliver unsurpassed patient experience.
- Prioritize tasks to ensure optimum services to residents as requests and needs change.
- Other duties as assigned.

Qualifications:

- Maintains a valid license certificate as a Licensed Vocational Nurse or Certified Nursing Assistant in accordance with federal, state and local regulations.
- Proven LVN/ CNA knowledge and leadership capability.
- High School Degree/GED required.
- Minimum years (2) year experience as a Licensed Vocational Nurse or Certified Nursing Assistant and desire to serve and care for seniors.
- Demonstrates leadership competencies.
- Ability to make choices, decisions and act in the participant' best interest.
- Ability to handle multiple priorities.
- Possess written and verbal skills for effective communication and documentation.
- Competent in organizational, time management skills.

- Demonstrates good judgment, problem solving and decision making skills.
- Consistent and accurate patient care and documentation.
- Compassionate, kind, caring, dedicated, reliable.

Special Requirements

- Applicant must be able to obtain CPR and First Aid Certification and Medicaid Certification within the 3 month probationary period.
 - Applicant must submit to testing for tuberculosis.
 - A pre-employment criminal records check will be conducted. Applicant will be required to provide police clearance records upon final consideration for employment.
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- The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.
 - SoCal Senior Services d.b.a. South County Adult Day Services is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.
 - The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any associate providing for employment other than at will.

To Apply:

Send Resume, cover letter and salary history (mandatory) to SoCalSeniors.HR@gmail.com