



## Supervisor / Lead Caretaker Job Description

### Employment Requirements:

1. Five or more years of experience as a certified nursing assistant and/or caretaker.
2. The lead caretaker must successfully pass an extensive criminal background, drug screen, and comprehensive reference check.
3. The lead caretaker must be responsible, mature individuals of reputable character who exercise sound judgment and evidence of the capacity to supervise others.
4. The lead caretaker must have a clear understanding of and uphold the policies and procedures established by More Than A Home and the Department of Health and Family Services regulations for Adult Family Homes.
5. The lead caretaker must demonstrate excellent oral and written communication skills.
6. The lead caretaker must have the ability to work independently, maintain the confidentiality of information and meet deadlines.
7. The lead caretaker must have the ability to perform all essential caregiver functions at a high level and without restrictions.
8. The lead caretaker must have the ability to demonstrate effective interpersonal skills as well as sound judgment and good decision-making skills.
9. The lead caretaker must be a role model for caretakers and present a professional appearance and demeanor.
10. Any other tasks within the lead caretaker scope of practice that the facility may choose to have the lead caretaker perform.

### List of duties and responsibilities for the lead caretaker:

#### Resident Binders:

1. Please make sure all documents are in order and in the resident binder. Make sure copies are made of necessary documents and are in binders available for staff use.
2. Binder needs to be checked for the following:
  1. Daily notes
  2. Medication administration record
  3. Doctor's appointments
  4. Signed doctors' orders giving staff permission to administer medication
  5. Plan of care
  6. Intake documents
    - a. Initial Assessment
    - b. Tb and Health Exam
    - c. Signed Consents
    - d. Facility Evacuation Form
3. Monthly pull and file all daily notes and medication administration for all residents. Place all documents in a folder labeled with resident's name and month/year. Please make sure all documents are organized according to date.
4. At the end of the year clean out the resident binder. Remove all the previous year items that are no longer needed.

#### Documentation:

1. Document all resident appointments on the facility calendar.
2. Document all resident appointment/activities in the Yahoo calendar.
3. At the end of the month send management all residents medical appointments.

4. At the end of the month send management all current resident medication. Please look at dates of medication on documentation to assure end date, and start dates are correct.
5. Assure all signed doctor's orders are received for all medications.

#### Medication:

1. Call and reorder all resident medication.
2. Medications must be checked weekly, count medication to assure counts are correct. Medications must be checked in monthly when new cycles begin.
3. Monthly discard all medications not being used. Document all discarded medication.
4. Monitor medication administration documents. Assure all medications are administered to residents and staff sign off on MAR. Document if the staff is failing to sign off and not administering medications.

#### Resident Doctor Appointments:

1. Schedule all residents doctor appointments and follow up appointments. Set up transportation to and from appointments. Assign staff to take residents to appointments.
2. All residents must have an annual eye exam (if applicable), annual dental exam, and annual health physical.
3. Document all appointments and assure all documentation is received from appointments and communicate health changes, medication changes, and any other service delivery changes to management and status.

#### Resident Care:

1. Check residents to assure they are receiving proper care. Make sure that staff is attending to all grooming needs and no neglect is occurring.
2. Assure that staff is NOT putting two pull-ups on any resident. That pull-up are being changed, and changes are being charted. Assure that residents are maintaining proper nutrition and receiving an appropriate intake of food and liquids daily.
3. Supervise and coordinate house activities and appropriateness of activities. Residents should have a choice in activities. Supplies should be available for activities. Activities should be done daily and charted.
4. Assure that the facility is clean and any extra cleaning that may be needed is assigned to staff. This includes but is not limited to dusting, wiping dirty walls, wiping baseboards, sweeping stairs, and deep cleaning areas that may not be assigned as daily duties to staff.

#### Household Duties:

1. Make sure menu is posted.
2. Make sure monthly activity calendar is posted.
3. Send management supply list and grocery list.
4. Notify management of all household duties not being completed.
5. Notify management of all maintenance and repair needs at the facility.
6. Complete fire/safety drills twice yearly and document completion of a fire drill. Document drills.
7. Check smoke detectors monthly. Document checks.

#### Petty Cash:

1. Monitor all petty cash documentation and assure all monies are accounted for.
2. Make management aware of the amount of petty cash needed weekly for transportation.
3. Monthly remove all receipts from binder. Check all receipts for accuracy and staple all receipts to blank piece of white paper, Write resident name on receipts and place in management office at the end of the month.

#### Staffing:

1. Accepts trouble shooting calls from staff. Accepts calls from staff regarding call offs (emergencies), find replacement staff to cover shift, and provide adequate coverage as needed. Before staff calling in they will be required to find coverage, and the lead caretaker will approve coverage found. Any staff calling

in more than three times a year will receive disciplinary actions. Management must be notified if anyone is abusing attendance policy.

2. Train all new staff on program policies, practices, and procedures. Assure all new staff has a mailbox labeled with their name.
3. Address staffing issues regarding attendance, inappropriate behaviors at work, and incomplete work duties.
4. Be available to check program, monitor program and provide additional training for staff in need of support.
5. Provide staff with updates regarding continuing education opportunities. Provide staff will all correspondence from management about program updates, practices and meetings.

**Communication:**

All concerns and pertinent information must be communicated to management. As a lead caretaker, my expectations are for you to present yourself as a leader. You should maintain your professionalism with staff and do not gossip or foster gossiping between colleagues. Be a problem solver and not a problem maker. If you are not completing all your duties and task staff will struggle to respect you and follow you, you must be the example of the expectation of how staff should complete task and conduct self. When approaching staff with concerns or correcting negative behavior speak to others in the manner, you would like to be spoken to. It is important that at More Than Home clients are our number one priority, our facilities are clean and our staff provide quality care. We strive for excellence in all that we do.

**Evaluation:**

The performance of this job will be evaluated.

**Employee Acknowledgment:**

I, the undersigned, have read and/or received a copy the employment requirements, and job duties for the lead caretaker. I understand the principle duties, responsibilities, physical requirements, and working conditions of the job and will perform to the best of my abilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_