

**Resident Care Supervisor.** The SPRING CREEK Resident Care Supervisor is delegated by the Executive Director with responsibility for providing direct resident cares, the overall cleanliness of the facility and the budgeting and purchasing of supplies.

The main areas of responsibility for the Resident Care Supervisor are, but are not limited to, the following:

- a. Work in cooperation with the Executive Director to fulfill the mission of SPRING CREEK.
- b. To ensure that all Policies and Procedures for both residents and staff are followed.
- c. To assist the Executive Director in the completion and implementation of the residents' assessments and care plans
- d. To assist with medications for residents requiring prescriptions and non-prescription medications at the appropriate times, as scheduled under the direction of the facility Registered Nurse.
- e. To ensure the health and safety of all residents and staff under his/her supervision.
- f. To inform the Executive Director of any changes in resident behavior, condition, family concerns or non-compliance as outlined in the Policies and Procedures.
- g. To assist the Executive Director in interviewing and hiring caregiving staff.
- h. To provide training to other caregiving staff as directed by the Executive Director.
- i. To provide shift scheduling and primary supervision for caregiving staff.
- j. Ensure that shift duty responsibilities are followed.
- k. Manage care and cleaning supplies budget and be responsible for all purchases insuring costs are maintained within budget.
- l. To ensure the building is kept clean to SPRING CREEK standards.
- m. To consult the Executive Director in any situation where the proper action may be unclear.
- n. To assist in other duties as requested and/or assigned by the SPRING CREEK Executive Director.