

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
RESIDENT CARE AIDE SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of Resident Care Aides in their performance of the care and training of residents and prisoners at state residential, healthcare, educational, and correctional facilities.

Position Code Title - Resident Care Aide Spv-1

Resident Care Aide Supervisor 10

The employee serves as a first-line supervisor for resident care staff.

Position Code Title - Resident Care Aide Spv-2

Resident Care Aide Supervisor 11

The employee serves as a second-line supervisor for the activities of resident care staff through first-line supervisors.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Assists in the development and implementation of a care plan for each of the residents, patients, and prisoners.

Administers medication, carries out medical orders, and performs nursing procedures as directed by registered nurse or the physician.

Monitors and ensures the health, comfort, safety, and well-being of residents, patients, and prisoners.

Provides and maintains clean and organized residences.

Assists in determining and implementing operational objectives and procedures, and recommends changes.

Evaluates the effects of interpersonal relationships and environments.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 10 level and thorough knowledge is required at the 11 level.

Knowledge of resident and patient care techniques and methods.

Knowledge of implementing resident care program objectives.

Knowledge of mental or behavioral characteristics of residents, patients, and prisoners.

Knowledge of facility and departmental rules and regulations governing a resident care program.

Knowledge of medications and treatments.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to instruct, direct, and evaluate employees.

Ability to observe and report on residents, patients, and prisoners to gather data for clinical decisions.

Ability to maintain appropriate attitude and conduct necessary to the welfare of residents, patients, and prisoners.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Jobs require an employee to work directly with residents and prisoners in state residential, healthcare, educational, and correctional facilities.

Jobs require direct contact with residents or prisoners.

Some jobs require an employee to work in adversarial situations or a hostile environment.

Some jobs require an employee to work in an environment that involves exposure to disease and illness.

The employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients and using behavioral management techniques.

The job duties require an employee to work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

Resident Care Aide Supervisor 10

Four years of experience equivalent to a Resident Care Aide, including two years equivalent to a Resident Care Aide E8.

Resident Care Aide Supervisor 11

Five years of experience equivalent to a Resident Care Aide, including three years equivalent to a Resident Care Aide E8 or one year equivalent to a Resident Care Aide Supervisor 10.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESCARSPV

Job Code Description

RESIDENT CARE AIDE SUPERVISOR

Position Title

Resident Care Aide Spv-1

Resident Care Aide Spv-2

Position Code

RESCSPV1

RESCSPV2

Pay Schedule

NERE-133

NERE-136

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04/13/2025