

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

RESIDENT CARE AIDE SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of subordinate resident care staff in their performance of the care and training of residents, patients, students, members, and others at various facilities for a variety of residential programs. Resident care staff is comprised of Resident Care Aides, Practical Nurses and/or Activities Therapy Aides. The Resident Care Aide Supervisor directs the staff in the performance of a variety of therapeutic experiences individualized for residents, patients, students, members, and others and the performance of supportive record keeping functions. Work is performed under general supervision and requires knowledge of the policies, procedures and regulations concerning resident/patient/student/member/other care, and supervisory techniques, personnel policies, and procedures. The employee works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations.

There are two classifications in this job.

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: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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 and work techniques.

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 relative to the work.

Provides assistance in the development and implementation of a care plan for each of the residents, patients, students, members, and others.

Carries out medical orders and performs nursing procedures as prescribed by the physician.

Sets up, administers, and records medication.

Upholds the high standards of resident care by monitoring and ensuring the conditions of health, comfort, safety, and well-being of residents, patients, students, members, and others, and, providing and maintaining a clean and attractive resident care area.

Provides assistance in determining and implementing operational objectives and procedures; recommends changes in existing objectives and procedures when necessary, and assists in their implementation.

Evaluates, with staff, 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 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 basic nursing techniques and methods.

Knowledge of implementing resident care program objectives.

Knowledge of mental or behavioral characteristics of residents, patients, students, members, and others.

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

Knowledge of medications and treatments used in residents, patients, students, members, and other care.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to get along well with residents/patients/students/members/others.

Ability to observe and report on residents, patients, students, members, and others to gather data for clinical decisions.

Ability to maintain appropriate attitude and conduct necessary to the welfare of residents, patients, students, members, and others.

Ability to maintain records and prepare reports.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

### Working Conditions

Employees work in a therapeutic residential care environment and are subject to the physical and emotional behavior and communicable diseases of the residents.

### Physical Requirements

The job duties require an employee to handle the physical demands of the work including lifting and restraining patients.

## 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.

## Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## 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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07/19/2015