**Long-Term Assisted Living Facility**

**Certified Nursing Assistant Manager (CNA)/ Resident Care Manager (RCM)**

At **Prisyco Manor LLC,** an Assisted Living Home where we provide needed care with residents’ daily activity to ensure everyday accomplishments. We are currently seeking a **Resident Care Manager/Certified Nursing Assistant Manager** to join our team.

**RCM - Resident Care Manager/ CNAM - Certified Nursing Assistant Manager/PCT – Patient Care Technician**

Responsibilities

As a Certified Nursing Assistant Manager or Resident Care Manager, you will provide general supervision to CNA, PCT, RCA staff in performing routine tasks in resident care, bedside nursing, and documentation of care provided.

**Hospital, Medical and Healthcare - Resident Care Technician Manager – RCTM, Certified Nursing Assistant Manager – CNAM, Resident Care Assistant Manager - RCAM**

Some of the other responsibilities of the Certified Nursing Assistant Manager/Resident Care Manager’s position include but not limited to:

* Performing services for the resident involving bathing using basinless bath products, oral hygiene, care of hair, and oral feeding.
* Answering resident calls and performs services in a timely manner that adds to the physical well-being of the resident
* Being able to follow approved menu, recipes to provide a nutritional meal
* Participating in hourly rounds
* Transporting residents to and from various treatment centers when necessary; assists transporters in moving residents in and out of bed and wheelchairs
* Maintains the cleanliness of various instruments and equipment such as bedpans, urinals, and wheelchairs
* Keeps the resident’s room in clean and orderly condition, including making the resident beds
* Maintains unit stock levels of supplies and equipment as directed
* Scheduling of staff (PCT, CNA, RCA), to ensure Prisyco Manor is cover 24-hour, 7 days a week and ensure staff swap shifts if emergencies arises and alert you of any changes. [Note: All overtime will have to be approved by owner]
* Constructing a daily/weekly/monthly menu and displaying it on the bulletin board for Resident’s review
* Create a calendar of monthly activities for the Residents
* Create and maintain a birthday calendar of Residents
* Set Schedule time for Breakfast, Lunch, Snack & Dinner and ensure it is followed by staff
* Performing grocery shop
* Using/Utilizing phone apps to enhance Prisyco Manor Home savings
* Responsible for monitoring the continued appropriateness of placement of a resident in the facility always.
* Have a Valid Driver License
* Duties may include food prep tasks, dish washing, clean­ing of food preparation areas, and dining room set-up/clean-up.
* Recommending grocery shopping once a week for menu coverage, to assist with monitoring of left over and its usage to eliminate waste
* Rotating once a month to each shift to ensure up-to-date requirements are met to maintain Prisyco Manor staff is operating within guidelines of the county (64E-11.007 – Sanitary Facility Controls and 64E-11.008 Facilities and Operations, along with other mandatory county and state codes.
* Hold a mandatory meeting each month for an hour at Prisyco Manor for reviews of code enforcement, possible savings apparatus for inventory, groceries, etc., review residents’ enhancements
* CPR and first aid Certificate

**Certified Nursing Assistant Manager – CNAM, Resident Care Manager – RCM**

Qualifications

As a Certified Nursing Assistant Manager or Resident Care Manager, you must be able to deliver superior quality in all that you do. We are seeking results-driven team players who treat residents as if they are their own family members. Qualified candidates must be passionate about providing a superior quality of care. You must also be a resourceful problem solver who thrives in a fast-paced environment.

Other requirements of the Certified Nursing Assistant role include but not limited to:

* A high school diploma or equivalent
* Current CPR and First Aid Certificate
* Knowledge of basic nursing techniques and procedures, aseptic practices, and cardio-pulmonary techniques

**Long-Term Assisted Living Facility**

**CERTIFIED NURSING ASSISTANT MANAGER – CNAM**

**RESIDENT CARE MANAGER - RCM**

**Prisyco Manor Home, Assisted Living**

**Position type:** Full-time, Salary Position (Split hours is preferred and encourage, morning & evening shift)

**Shift:** Weekend positions available for all shifts.

**Position Summary**  
The Certified Nursing Assistant Manager – CNAM or Resident Care Manager - RCM is responsible for providing routine daily nursing care to residents and supervise and guidance to PCT, CNA, and RCA in accordance with all applicable laws, regulations, and Prisyco Manor standards.

**Education, Experience, and Licensure Requirements**

* Must possess a high school diploma or equivalent
* Must be a graduate of a State-approved CNA program or substantial years of care in an Assisted Living Facility
* Must be currently registered/licensed in applicable State. Must maintain an active license in good standing throughout employment and must submit a copy of active license every six (6) months for your file.
* Must have CPR certification upon hire or obtain during orientation. CPR certification must remain current during employment.
* Have or shortly after being hired secure and must maintain all certification in which is required to be the manager of the Assisted Living Home, which will be refunded if a charge occurs to take a course. Payment receipt required for refund, but the charges will be reverse if employment is ended prior to two years of service.

**Specific Job Requirements**

* Must have patience, tact, cheerful disposition, and enthusiasm as well as willingness to handle difficult residents
* Must possess the ability to make independent decisions when circumstances warrant such action
* Must be knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
* Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of Prisyco Manor
* Must perform proficiently in all competency areas including but not limited to: direct residents care, resident rights, and safety and sanitation
* Maintains professional working relationships with all associates, vendors, etc.
* Maintains confidentiality of all proprietary and/or confidential information
* Must understand and follow company policies including harassment and compliance procedures
* Displays integrity and professionalism by adhering to Prisyco Manor Code of Conduct and completes mandatory Code of Conduct and other appropriate compliance training
* Ensure all hired staff members have employee folders with background checks (which is paid by employee) and resumes. All employees’ folders need to be copied and provided to owner.
* Maintain potential future employees’ folder to ensure quick replacements when necessary
* Have a Valid Driver License

**Essential Functions (**Requirements include but not limited to)

* Must be able to lift, turn, move, position, and transport residents
* Must be able to assist residents with baths, showers, personal grooming, feeding, and toileting
* Must be able to accurately document and chart resident care
* Must be able to respond to call lights/calls/request via resident’s promptly
* Must exhibit excellent customer service and a positive attitude towards residents
* Must be able to assist in the evacuation of residents
* Must demonstrate dependable, regular attendance
* Must be able to concentrate and use reasoning skills and good judgment
* Must be able to communicate and function productively on an interdisciplinary team
* Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move

intermittently during working hours

* Must be able to follow a recipe to make breakfast, lunch, snack, or dinner meals in a timely manner to ensure consistently to establish on-time meals for Residents
* Must be able to read, write, speak, and understand the English language