



OVERNIGHT SUPERVISOR JOB DESCRIPTION

General Summary:

Overnight Supervisor provides direct care and supervision of resident needs along with additional responsibilities that focus on resident and team operations.

1. Complies and meets all responsibilities outlined in Direct Team Member/CNA & Float job descriptions.
2. Works primarily overnight hours (approximate starting time between 9 pm - 11 pm till approximate ending time 7 or 8 am). Scheduled hours would depend on resident and team needs.
3. Works multiple Peace of Mind locations pre-determined by management and/or nursing team members. May work at one location during overnight or may work at multiple locations throughout one night. Will depend on team and resident needs.
4. Provides leadership and support to direct team members and residents.
5. Addresses resident and direct team member concerns in timely manner along with documentation.
6. Assist Management in short staffing/scheduling; whether it be helping cover short staffed shifts or helping find staff to fill shifts.
7. Development and training of new team members during overnight hours.
8. Oversight of overnight direct care team members, resident needs and cares. May be on-call during overnight hours to answer questions and/or concerns as well as requirement to respond to resident or team need.
9. Completes assigned responsibilities/projects assigned my management/nursing team members. Examples of assigned responsibilities/projects, may include, but not limited to:
 - a. Resident Plans of Care and Needs
 - i. Resident daily progress notes
 - ii. Resident plans of care
 - iii. Resident safety and risk management plans
 - b. Resident Personal Financial Logs/Budgeting/Reports
 - c. Resident documentation on monthly or quarterly basis
 - d. Resident updates to family/guardians and support systems (social workers, vocational support)
 - e. Emergency Drills for severe weather, fire, CPR, and resident specific emergencies
 - f. Budget resident and house needs
 - g. Complete house records for residents and staff
 - h. Communication updates to residents and/or team members
 - i. Anticipate, develop, and implement resident and team needs and changes
10. Collaborates with management and nursing team members for resident and team needs and focuses. Lead Float may have scheduled meeting times with Management at least weekly in person.



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Qualifications:

- Classified as a full time hourly team member working at least an average 36 hours a week.
- Ability to successfully meet physical abilities/responsibilities of resident and house needs without limitations
- Successful completion of all Peace of Mind trainings and compliance with Peace of Mind policies and procedures
- Above satisfactory job performance
- Reliable transportation and valid driver's license
- Reliable phone communication for on-call purposes during overnight shifts and/or assigned responsibilities
- Computer skills/experience specifically with Word and Excel required

Hiring Process

- Identified team need for Overnight Supervisor
- Selection of position determined by management team based on resident and team needs

Reports To: Management and Nursing Teams