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TO: All EMSH Employees (INSIDE AND OUTSIDE)

FROM: Human Resources Office

RE: **Support Care Professional Supervisor: REVISED**

DATE: **May 13, 2025**

The Human Resources Office is announcing an opening for a Support Care Professional Supervisor which will be assigned to Inpatient Services.

STARTING SALARY: \$3,360 monthly / \$19.32 hourly

WORKING HOURS: Monday - Friday 8a to 5p (must be flexible)

EDUCATIONAL REQUIREMENTS/CERTIFICATION:

REVISED:

Must have 5+ years of related experience, and 1 -2 years of supervisory experience.

DUTIES

1. Perform patient care tasks properly and in a timely in accordance with facility standards, policies, procedures and State and Federal regulations in addition to Joint Commission Standards.
2. Documents behavioral, physical, or mental changes in residents, Reports changes to appropriate staff members.
3. Complete ADL's vital signs, fluid input/output and snack form on each resident daily.
4. Participate in the selection of new employees. Assists in training new staff. Assists in scheduling staff.
5. Make recommendations for disciplinary actions when necessary.
6. Maintain a professional attitude and appearance in relating to the residents and families we serve by adhering to EMSH Nursing Home Values (honest, respect, and integrity). To create and maintain a caring compassionate environment in which ethical principles guide decision making and resources are used responsibly.
7. Always utilize therapeutic communication skills with residents, visitors, family members, peers, supervisors, and physicians/nurse practitioners while maintaining principles of customer service and patient confidentiality in all settings.
8. Attend all mandatory in-service and training including annual in-service, TB screening, CPR, MANDT, and any other mandatory or called training or meetings as required or requested. Maintain current/valid nursing license.

Anyone who meets the qualifications and wants to apply should go to [Indeed.com](https://www.indeed.com) or submit an application to the Human Resources office by **Friday, May 23, 2025. For further information, contact Delores Davis at 601-581-7845.**