**TITLE: CNA House Manager**

**LAST REVISED: February 18, 2019**

**REPORTS TO: Assist. Director of Nursing, Director of Nursing**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of all staff is to create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout each section and all shifts. To also provide care to residents with respect to the compliance with our rules of conduct, employment policies, and in accordance with current federal, state, and local standards, guidelines, and regulation that govern the facility to ensure that the highest degree of quality of care is maintained at all times. As CNA House Manager, you are delegated the responsibility and accountability necessary for carrying out all functions of your role as well as any additional duties assigned by your supervisor.

**EDUCATION:**

Must possess, as a minimum, a high school diploma or equivalent.   
Must be an active Certified Nurse’s Assistant in the State of Georgia, in good standing.

**EXPERIENCE:**

* + - * Must be knowledgeable of nursing and medical practices and procedures, as well as law, regulations, and guidelines that pertain to long-term care.
* Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
* Represent the facility at and participate in meetings as required by the Administrator.
* Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Administrator as required.
* Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
* Must have leadership or supervisory experience.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

* Must be able to move intermittently throughout the work day.
* Must be able to speak, read, and write the English language in an understandable manner.
* Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
* Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
* 6. Must meet the general health requirements set forth by the policies of this facility.
* 7. Must be able to push, pull, and move a minimum of 50 pounds.
* 8. Must be able to assist in the evacuation of residents.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**