



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 115-24**

**OPENING DATE: 09/30/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Shift Supervisor  
**PAY GRADE:** NE5 (\$20.65/hr.-\$27.88/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Assisted Living  
**REPORTS TO:** Assisted Living Administrator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides managerial oversight for assigned shift(s) to ensure that residents are provided proficient and coordinated daily care to include administering medication. The Shift Manager ensures that all internal POI and Assisted Living Facility Policies and NM State Department of Health Assisted Living Facility Regulations are the impetus in providing ongoing care to residents. Provides supervision to caregivers who provide the following types of services (but not limited to) meals and snacks, daily baths, dressing, grooming, dental care, transferring into and out of beds, chairs, showers, activities, outings, etc.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned in this position.*

**JOB DUTIES:**

- Assists the Administrator in the development or modification of service plans and implementation.
- Will serve along with other ALF Shift leads in the planning and implementation of daily activities ensuring supplies and materials on hand.
- Assists in the hiring and overall supervision of assigned caregivers required to provide residents with meals, snacks, daily baths, dressing, grooming, dental care, bowel and

bladder functions, transferring into and out of beds, chairs, showers, cleaning and laundering (but not limited to).

- Performs administrative work to ensure that all areas of service are recorded and are appropriately filed.
- Administers prescribed medication to the resident as outlined in standing orders; documents the resident's file and notes any medication reactions, side effects, etc.; reorders medication and inventory, documents incoming medication /drugs upon arrival; and ensures residents' information remains confidential.
- While on duty, serves as the primary contact to the Medical Director, Pharmacist, Registered Nurse in planning and coordinating daily care.
- Serves as member to the ALF Health Coordination/Interdisciplinary Team to develop and/or maintain an Individualized Service Plan for each resident.
- Adheres to facility policy and procedures for resolving resident and/or family concerns.
- Ensures that all concerns or incidents are documented and are addressed in a timely manner and in accordance with policy.
- Confers with the Administrator to resolve any issues and/or concerns.
- Ensures all resident rights are protected through monitoring of general resident conditions; identifying and correcting any infringement of rights by daily contact with residents.
- Serves as the primary contact for family members of residents, and keeps them informed about resident needs, status and/to invite them to ALF activities and events.
- Ensures all resident rights are protected through monitoring of general resident conditions; identifying and correcting any infringement of rights by daily contact with residents.
- Follows all fire and safety regulations, sanitation and infection control procedures.
- Follows charting guidelines for daily living activities, and attendance of residents to these activities.
- Maintains resident confidentiality and program information and issues.
- Participates in meetings, training, or in-service as required.
- Performs other job duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises Caregivers' activities.
- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Coordinates training, orientations, and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED required.
- 1 – 2 years' work experience preferably in an assisted living facility, nursing home or long-term care facility.

- Must be Certified Nursing Assistant or provide proof that they are scheduled to obtain certification within 6 months.
- Must obtain and maintain Food Handler's Card.
- Ability to speak TIWA is preferred.
- Must be able to pass a TB screening.
- First Aid and CPR Certification.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of basic medical terminology.
- Knowledge of nutrition, healthcare and nursing techniques for the elderly.
- Ability to demonstrate sensitivity to the needs of the elderly.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing. Skill in presenting health information to the resident and family members.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work a varied schedule, including weekends, holidays and evenings.

**PHYSICAL DEMANDS:**

- Must be able to stand or walk for up to 8 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of a minimum of 25 lbs., and frequent assistance to transfer and/or ambulate residents.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Exposure to unpleasant odors, bodily fluids, blood borne pathogens and communicable diseases.
- Situations occur where safety goggles, gloves and protective face shields are needed.

- Current New Mexico Assisted Living Administrators License.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.