

**Monroe County**  
**Afternoon Shift Coordinator**

**Department:**     Fairview

**Wage Grade:**     Rye 5

**FLSA Status:**     Non-Exempt

**Affiliation:**     TPOAM

**General Summary:**

Under the supervision of the Superintendent, oversees the operation of the facility during the evening hours. Ensures the safety and well-being of the residents. Performs routine checks on the building for security and safety purposes. Dispenses medications, charting, vitals and other physician-ordered treatments as required. Completes tasks as assigned by the Health Services Coordinator to support the overall functioning of the medication office.

**Essential Functions:** *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Oversees the operation of the facility during the evening hours, ensuring efficient operation by following established policies and procedures.
- Regularly meets with the Health Services Coordinator to review case plans, discusses problems, and receive instructions on case plan implementation.
- Attends to the evening medical needs of residents, such as dispensing medications, doing treatments, taking vital signs, handling medical emergencies that arise and transcribing physicians orders into individual resident medication records.
- Maintains proper security of medications and medical supplies.
- Checks in medications sent from pharmacy; reviews scripts and labels for changes, discrepancies or errors.
- Completes medication reorder form weekly, checking in monthly medications, and arranging them in order according to current Medication Administration Record (MAR).
- Updates monthly medication sheets. Monitors any changes in resident's vitals.
- Charts problems and observations in daily logs; compiles various monthly reports.

- Attends to the daily needs of residents such as personal hygiene, providing emotional support and companionship, socialization opportunities and solving problems.
- Performs routine building security and safety checks making sure doors are locked, appliances are turned off, and alarms systems are working properly.
- Assists the Resident Care Worker on shift with special resident activities.
- Performs essential functions of the Resident Care Worker when they are not available.
- Clears walkways and entrances from snow and ice with assistance from assigned residents and Resident Care Worker on shift.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**Employment Qualifications:**

Education: High School Graduation or equivalent.

Experience: Six months prior experience working in a nursing home, extended care facility, adult foster care home or similar such setting.

**Other Requirements:** C.P.R. and First Aid Certification

Knowledge of:

- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills in:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Actively looking for ways to help people.
- Adjusting actions in relation to others' actions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talking to others to convey information effectively.

- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Teaching others how to do something.

Ability to:

- Communicate information and ideas with clear speech so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- See details at close range (within a few feet of the observer).
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Read and understand information and ideas presented in writing.
- Apply general rules to specific problems to produce answers that make sense.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Identify and understand the speech of another person.
- Deal calmly and effectively with high stress situations.
- Guide oneself with little or no supervision, and depending on oneself to get things done.
- To be sensitive to others' needs and feelings and being understanding and helpful on the job.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Stooping and bending to examine adults.
- Ability to climb stairs to access clients' rooms.
- Ability to perform appropriate lifting procedures to assist a client in need of medical assistance.
- Ability to carry medical supplies needed to perform procedures throughout residence when necessary.
- Ability to perform C.P.R. on a client.

- Ability to access office files.
- Ability to enter and access information using a computer.

**Working Conditions:**

- Works in office conditions
- Exposure to unstable and dysfunctional clients having emotional, behavioral and medical problems.
- Exposure to communicable diseases, blood, and other bodily fluids.