

Job description

JOB TITLE: CNA/Residential Assistant 3rd Shift

FUNCTION: Provides support to the development of life skills with residents under the direction and guidance of the clinical, medical and management staff. Provide over-sight of the Women's Residential Program supervision of the residents during afterhours, weekends and holidays as scheduled.

SPECIFIC RESPONSIBILITIES

- Assist the clinical, medical and management staff in implementing treatment plans and assisting with scheduled activities.
- Provide direct care and support to residents and their children as directed by clinical, medical and management staff.
- Follow medical direction and guidance from the medical staff and provide required documentation to meet all regulatory requirements and guidelines.
- Assist clients in following all health and safety procedures and guidelines as provided in the Sumter Behavioral Health Services Emergency Policies and Procedures and the Patient Handbook. Monitor and provide guidance and support to ensure compliance with rules and regulations.
- Facilitate educational classes and provide materials as needed and scheduled.
- Communicate in a professional and respectful manner with residents, their families, visitors, and fellow staff.
- Transport residents and/or their children to services in support of their treatment plans as directed.
- Promptly address inappropriate behaviors, violations of rules/regulations and provide supporting documentation as needed. Communicate these issues with supervisory staff in a timely manner. Share pertinent information in staff briefings and meetings as required.
- Adhere to all guidelines in Sumter Behavioral Health Services' policies and procedures as well as operational guidelines and regulations. Actively participate and complete any educational trainings assigned to support and improve skills required for position in a timely manner.
- Performs related duties as assigned to ensure overall quality of services provided.

QUALIFICATIONS Bachelor's Degree, or High school diploma and Certified Nursing Assistant (CNA) certification preferred. Ability to work within and follow agency policies, guidelines, and procedures, including confidentiality

requirements. Demonstrates ability to successfully perform duties within a team-oriented concept and work with individuals and families suffering from addiction issues.

Job Type: Full-time

Expected hours: 32 – 40 per week

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Paid training
- Retirement plan
- Vision insurance

Physical setting:

- Inpatient
- Rehabilitation center

Standard shift:

- Overnight shift

Supplemental schedule:

- Holidays

Weekly schedule:

- Monday to Friday
- Rotating weekends
- Weekends as needed

Education:

- Bachelor's (Preferred)

License/Certification:

- CNA (Preferred)
- Driver's License (Required)

Shift availability:

- Overnight Shift (Required)

Ability to Relocate:

- Sumter, SC 29150: Relocate before starting work (Required)

Work Location: In person