



Department:	Mountain View Manor
Supervisor:	MVM Director
Origination Date:	5/28/2013
Last Revision Date:	12/19/2025
Revision Made By:	ML, BR, NS
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	1/7/2026

Petersburg Borough

Job Description

MOUNTAIN VIEW MANOR ASSISTED LIVING SUPERVISOR

Definition

The Assisted Living Supervisor is a member of the personal services staff and is responsible for assisting the residents in all areas of care as assigned by the Director or RN and oversees the operations of the personal services staff, as required by and under the direction of the Director.

Supervision Received

Works under the direction of the Director.

Supervision Exercised

The Assisted Living Supervisor is responsible for the direct supervision of the Resident Assistants, cook, head cook/kitchen coordinator and custodian. In the absence of the director, the employee supervisor may perform as the acting director.

Duties (*The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*)

Is responsible for scheduling, including taking calls for shift coverage.

Assist in Resident Assistant recruitment and hiring process

Trains new employees to ensure a full understanding of shift duties.

Supervises and evaluates facility staff, providing direction as delegated by the Director.

Assist with performing Resident Assistant evaluations.

Ensure the delivery of quality care and services.

Promote and maintain positive relations with residents and their families by responding promptly and appropriately to resident needs, requests and concerns. Adhere to and convey facility's philosophy of maintaining elements of self-care and encouraging independence.

ASSISTED LIVING SUPERVISOR

Receive report from the previous shift Resident Assistant. Read the shift-to-shift report and shower schedule at start of shift. Document care given, adhering to facility policies and procedures before going off shift.

Assist with activities of daily living, environmental orientation, vital signs, simple treatments, and other resident care. Assist with resident activity programs as assigned.

Notify nurse of each resident's condition, reactions to drugs, treatments, and significant incidents.

Supervise laundry and housekeeping services to residents. Ensure clean, neat, comfortable, safe environment for residents, staff, and visitors. Demonstrate knowledge of infection control via proper handling of equipment, soiled linen, bedpans, urinals, and adequate hand washing.

Communicate to the Director, RN, or physician any reported changes in resident physical or mental status.

In the absence of the nurse, schedule residents' medical appointments and provide transportation, as necessary.

Assist with preparation of various inspections

Maintain thorough familiarity with fire, missing persons and other emergency procedures. Follow facility policy and procedures detailed in fire and disaster plans.

Assist with conducting quarterly fire drills.

Ensure CEUs, Food Worker Cards, BCU Clearance, First Aid/ CPR and employee paperwork is compliant with regulation requirements.

May perform monthly Medicaid and General relief billing, adhering to regulations, and may attend webinars, as necessary, and complete all necessary reporting.

Provide constant coverage for call and alarm system, as well as clerical responsibilities. Answer all incoming telephone calls, greet all visitors and assist them, as needed, maintain records of resident sign in-sign out, assure door is alarmed at all times.

Assist citizens, residents, employees, and vendors regarding information and complaints.

Assist in preparation of the twice monthly payroll for Mountain View Manor employees.

May operate Borough vehicles.

Perform other duties as assigned.

Distinguishing Characteristics

The Supervisor directly oversees the Resident Assistants, cook, head cook/kitchen coordinator, and custodian and provides administrative support for employee compliance, scheduling, and payroll, as determined by the Director. The supervisor must have two years of documented experience working as a care provider or other experience/qualifications.

This position requires ability to respond on call 24/7, as scheduled.

ASSISTED LIVING SUPERVISOR

Working Conditions

The Assisted Living Supervisor is likely to have exposure to blood and bodily fluids.

Persons working in this position must have the ability to do occasional heavy lifting of residents with assistance.

Qualifications

Must possess a current and insurable Alaska State Driver's license.

Must be at least 21 years of age.

Must be able to pass a background check prior to hire.

Must maintain a current CPR/First Aid Card.

Must complete 12 hours of CEU's annually.

Must maintain a valid Food Worker Card.

Certified Nursing Assistant credential is preferred, but not required.

Must have two years of documented experience, relevant to the population of residents to be served, as a care provider or other experience/qualifications.

Any combination of experience and education which provides the applicant with the following attributes:

Familiarity with and willingness to work with an elderly population.

Ability to organize and utilize time appropriately; set priorities and accomplish assigned tasks.

Display mature behavior and attitude in speech and action; demonstrate consistently pleasant demeanor and tone of voice; support the philosophy and approach to care used by the facility.

Ability to communicate effectively, verbally, and in writing.

Ability to keep resident information confidential; respect each resident's rights; respect privacy and right to self-determination of residents.

Ability to perform unpleasant tasks with grace.

Abide by established policies and procedures of the facility while looking for ways to improve facility functions.

Accurate, dependable, neat and thorough in assigned tasks.

ASSISTED LIVING SUPERVISOR

Ability to keep work areas neat and clean; willingness to help maintain appearance of facility.

Free of non-treated communicable diseases.

Ability to establish and maintain effective working relationships with fellow employees and the general public, work cooperatively with supervisors, and display willingness to assist co-workers.

Supervisory experience working in a facility, such as a Hospital, Long Term Care, or Assisted Living Facility, preferred

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date