



# MERCY HOUSE

OF CHAMBERSBURG

**Position:** House Manager

**Responsible to:** Executive Director

**Status:** Full/part time, hourly

The House Manager, under the general supervision of the executive director, provides quality end-of-life care and support to guests, family, and visitors. The house manager is expected to assist in any way needed to ensure smooth functioning of the household; and display attitudes and actions that are compatible with the Mercy House of Chambersburg mission.

## Functional Duties

- Adhere to daily schedule guidelines for assigned shift
- Oversee and support direct guest caregivers
- Assist with routine personal care to guests as needed
- Work collaboratively with hospice agencies to ensure guest needs are being met
- Administer medication per guest care plan, under the direction of their hospice provider
- Oversee, assist, and/or perform meal preparation, laundry, and housekeeping duties as needed.
- Assist other staff and/or volunteers as needed
- Read and implement the personal care interventions on the care plan for each guest
- Complete accurate documentation
- Notify the hospice Nurse of all guest problems and concerns as appropriate
- Perform other relevant duties as required

## Requirements

- Current Licensed Practical Nurse in the state of Pennsylvania
- Previous experience in healthcare, personal care, skilled nursing, end-of-life care, or hospice preferred
- Good communication and relationship-building skills
- Pass a criminal background check
- Actions and attitudes compatible with the Mercy House of Chambersburg mission
- Ability to handle sensitive and emergency situations with a calming, compassionate presence
- Attendance reliability
- Complete required Mercy House of Chambersburg training and periodic updates
- Compliance with TB policy
- Ability to lift 35 lbs.

## Working Conditions

- Potential exposure to bodily fluids, air born contaminant

*This job description does not state or imply that these are the only duties to be performed in this position.*