



**Role: Area Supervisor**  
**Department: Operations**  
**Job Code: Full-Time**  
**Location: Partially Remote**  
**Reports to: Chief Operation Officer**  
**Pay Grade: \$45,000 Annually**  
**FLSA Code: Exempt**  
**Employees Supervised/Directed: 15-20**

### **About the Job**

#### **Essential Functions of the Area Supervisor**

Crandell's Enterprises Inc (CEI) is North Carolina's #1 group home health care company, is currently searching for an Area Supervisor to be part the health care team in Pitt County or Wake/Durham County.

The Area Supervisor will be responsible for overseeing the daily operations of the homes, managing and supporting staff, and ensuring that clients receive the highest quality care.

#### **Area Supervisor Role**

##### **Staff Supervision and Management**

- Oversee, manage, and support the daily activities of staff in assigned homes. Ensure all staff are trained according to company policies and procedures
- Conduct regular performance evaluations for staff members and provide ongoing feedback. Monitor and maintain staff attendance, addressing any concerns or discrepancies.
- Schedule staff work shifts and always ensure adequate coverage at homes. Fill in for staff when necessary and ensure flexibility during staff shortages.
- Address employee behavior or performance issues promptly and report them to your immediate supervisor, providing accurate documentation and suggestions for resolution
- Maintain open communication with supervisor, other staff members, and leadership to ensure smooth operations
- Provide guidance and support to staff, offering solutions to any challenges or issues that arise.

##### **Home Inspections G Safety Compliance:**

- Perform daily home inspections for cleanliness, safety, and compliance with company standards. Ensure that all homes maintain a clean and comfortable environment for both clients and staff
- Ensure that client records are up to date and accurately documented. Always being inspection ready.



- Report any maintenance or safety issues immediately and coordinate the necessary actions. Attend and coordinate weekly training according to the supervisor and scheduling.

#### **Client Activity & Outing Coordination**

- Assist in coordinating activities for clients, ensuring they are implemented in accordance with the monthly activity calendar. Approve all outings for clients and staff prior to departure, ensuring adherence to the activity calendar.
- Ensure prior approval for any use of the company vehicles, and ensure that the vehicle sign in/sign out is appropriately documented.
- Monitor that activities and outings are conducted according to CEI policies and procedures.

#### **Documentation & Reporting**

- Ensure that daily staff notes are completed accurately and are reviewed and approved before the shift starts. Review shifts change notes, ensuring accurate reporting of incidents or significant incidents or events.
- Maintain accurate documentation related to each client care, staff performance and home management. Review and verify all **FRIDAY** forms and other required documentation from staff for timely submission.

#### **Training & Professional Development**

- Coordinate training for new hires, including training on company policies, CPR/Aide certification, NCI (Nonviolent Crisis Intervention) and medication administration. Ensure all training is completed within the required time for all new hires.
- Administer bi-weekly refresher testing to staff, to ensure knowledge retention and proper implementation of training.
- Support staff development, encouraging continued learning and adherence to company standards

#### **Client Fund Management**

- Oversee and manage the monthly client funds, ensuring all receipts are properly uploaded into Lauris.
- Ensure that client funds are managed according to company policies and regulations.

#### **Additional Responsibilities**

- Ensure that all staff members wear company uniforms (company shirt and khakis/jeans) and display their badge while on duty. Ensure adherence to company attendance and address code policies.
- Coordinate with other departments, such as Human Resources or Maintenance, to support the operational needs of the home.

**Education**

- Preferred Education: High School Diploma or Equivalent or BS human services or related studies
- 5+ years working in a home healthcare environment

**SKILLS:**

- Ability to work independently and exercise discretion with confidential matters.
- Communicate verbally and in writing with others to gather information.
- Proficient in MS Word.

**Pay, Benefits and Perks for an Area Supervisor**

- Healthcare Options - Medical, Dental, Vision, Life and other voluntary insurances
- 401(k) Retirement plan with company-matched contributions after 1 year of employment

**All are welcome!**

**CEI values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.**

**EEO Statement**

**Our facility provides equal employment opportunities. We are committed to complying with all state, federal, and local laws that prohibit discrimination in employment, including recruitment, hiring, placement, promotion, transfers, compensation, benefits, training, programs, reductions in workforce, termination, and recall. Our facility strives to provide equal opportunity for employment to all individuals who are properly qualified and able to perform the duties of their employment, without regard to employees' legally-protected characteristics ("protected class") including: age, sex, race, color, creed, religion, national origin, ancestry, citizenship, marital status, pregnancy, medical condition, physical or mental disability, sexual orientation, gender identity, sex stereotyping, or genetic information.**