



POSITION DESCRIPTION – CNA/Caregiver for Overnight Shift (Night Spender)

Location:	241 Hungry Hollow Road Chestnut Ridge, NY 10977
Status:	Full Time. Hours to be determined.
FLSA:	Non-Exempt
Compensation:	Starting at \$24 an hour
Benefits:	Paid Time Off, meals provided during covered shifts, if serving
Reports to:	Head Nurse
To Apply:	Submit a cover Letter and Resume to jobs@fellowshipcommunity.org

The Fellowship Community is an Inter-Generational Care Community settled on 80 acres of farm and forest, 90 minutes north of New York City, which serves the needs of elder members through the phases of aging, from independent apartment living to more direct care, surrounding and supporting the individual with a more human approach to care.

We are seeking a qualified overnight caregiver to look after our members during the night until morning. During the interim, the overnight caregiver provides quality care, as needed. The night spender will monitor our members to ensure they are safe and comfortable, and will provide a warm and supportive “home-like” atmosphere in the adult home.

Responsibilities

- Arrive 15 minutes early to familiarize yourself with current care needs and receive a handoff from prior shift.
- Remain alert in the home until morning.
- Observe and promptly report changes in physical condition, health status of members to supervisors.
- Respond promptly and positively to member requests for assistance.
- Maintain daily records in accordance with Fellowship policy.
- Maintain clean, safe, and orderly environment.
- Awareness of emergency procedures.
- Awareness of location of all members.
- Cooperation and teamwork with care team, coworkers and members.

Qualifications and requirements (PLEASE READ CAREFULLY)

- Reliability, punctuality, and attention to detail are a must
- Ability to train during the day is preferred
- Respect of others



- High standards of quality caregiving
- Legal compliance
- Ability to listen, clear communication
- Physical ability to reach with hands and arms, balance, stoop, kneel, lift up to 50 lbs. while avoiding potential injury
- Long term commitment and one weekend day (this full-time position requires a weekend day as part of your shift)
- *COVID-19 VACCINE IS REQUIRED*

Education

Must have an up-to-date CNA certification

High School Diploma or GED

BLS Certification

Shifts

Part-Time

Overnight: 8:00pm-6:00am or 10:00pm-6:00am

Benefits

paid time off

References

Submit at least two references with your application

I acknowledge receipt of the above Job Description and warrant I am able to meet the above requirements.

Employee Signature

Print Name

Date

AGREEMENT TO MAINTAIN CONFIDENTIALITY

Data Access/Confidentiality: I understand that information I will be handling may be protected by State and/or Federal Law as well as the Attorney Client Privilege. These sections include but are not limited to the Health Insurance Portability and Privacy act (42 U.S.C. section 1320d et seq.), 42 CFR Part 2 (substance abuse treatment information), 12 V.S.A. section 1612 (patient's privilege), 18 V.S.A. 1852(a)(7) (patient's rights) and the Attorney Client Privilege (12 V.S.A. section 1613, V.R.E. 502) etc. I, also; understand that on occasion, I will be called upon to access personnel information of a sensitive nature. I understand that unconditional compliance with all privacy provisions is an essential function of my job. This necessarily includes items of confidence disclosed to me by my supervisor and if applicable items of a sensitive nature (including proprietary information) disclosed to me by the C.E.O. I understand and agree to follow all State and Federal law, all applicable NKHS policies, and the directives of my supervisor (whether



written or oral) concerning the protection of information received in connection with my employment. I agree that under no circumstances will I discuss sensitive information obtained in connection with my position with third parties including other employees without authorization from my supervisor. I understand that breach of confidentiality is a serious violation that could result in termination.

Employee Signature

Print Name

Date