



# ***OBLATE SERVICE CORPORATION***

## ***Immaculate Heart of Mary Residence***

486 Chandler Street Tewksbury, MA 01876  
Ph: 978-851-7258

### **JOB OPENING**

The Oblate Service Corporation is seeking applicants for an CNA position at the Immaculate Heart of Mary Residence. Many of the residents are independent or semi-independent. The IHM Residence is inspired by the compassion and love of Jesus Christ ministering among the sick and needy. The staff focuses on one priority: providing the absolute best for faith-filled, personal, professional, and holistic care for every resident.

**POSITION:** **Certified Nursing Assistant**

**POSITION STATUS:** Non-Exempt – Part-time and Per Diem Available

**SUMMARY:** Under the direction of the Director of Nursing and Licensed Nursing staff, the CNA will strive for excellence by having the willingness to exceed expectations in the effective and efficient delivery of resident care by assisting residents with daily activities, self-administration of medications, monitoring their vital signs and reporting their mental, physical, or emotional conditions. Will also perform light housekeeping and bed making. Assumes responsibility to be knowledgeable of current residents' conditions and medical issues, as well as all other information pertinent to providing their care by getting a verbal report at the beginning of scheduled shift from the charge nurse and giving a verbal report to the charge nurse before end of shift. Must be knowledgeable in the performance and documentation of vital signs. Performs all required documentation accurately and thoroughly Assists with residents' meals whether feeding or serving. Offers food and hydration throughout the shift. Be trained in and able to perform medication reminders per the house policy and assists residents with self-administration of medications. Aids with resident's personal hygiene such as bathing, grooming and toileting. Provides exercise, active or passive, including taking immobile residents outdoors in good weather. Assists residents with safety needs such as transfers, and position changes plus assures a safe environment. In the absence of the Director of Nursing, will report any concerns directly to the charge nurse on duty or on call. Feel confident in calling for emergency medical services when directed by the on-call nurse or house superior. Assists residents with mobility where applicable. Will be cognizant of the residents' environment, performs general home management functions such as light housekeeping and bed making as necessary and reports all safety concerns to the charge nurse. Report repair and supply needs to the charge nurse. Be responsible for continued education by attending in-services and regularly scheduled staff meetings and completing five hours of continuing education a year. Must maintain current certification. Complies with all resident care philosophies and understands residents' rights. Establish a therapeutic relationship with residents, co-workers, and superiors. Acknowledges and reinforces strengths of peers, respects others and is tolerant of diverse opinions. Demonstrate skill in time management by organizing resident assignments, prioritizing residents' needs. Adapt to unexpected changes in workload or resident conditions. Communicates any residents' change of condition promptly to the charge nurse. Always maintain a professional attitude when dealing with residents, families, peers and supervisors. Demonstrate a good work ethic by being reliable; being present and on time for all scheduled shifts. Have knowledge of and comply with all laws regarding resident confidentiality. Conforms to policy standards of dress code. Performs other duties as assigned by supervising staff

**WORK HOURS:** All shifts Available

**EDUCATION/SKILLS:** High school diploma or GED, required. Valid Certified Nursing Assistant Certification, required. Vital signs, one (1) year experience, required. One year of experience working with a frail or elderly population, preferred. Must be able to physically perform the duties of the position including lifting, bending, pulling and assisting residents with transferring and position changes, required. Must be able to follow directions and accurately communicate with all. Must exhibit mature responsible behavior and understand the need for resident confidentiality. Must be able to read, write and speak English.

**JOB CLOSING DATE:** Until Filled

Qualified candidates should send their resume to: [pycomeau@omiusa.org](mailto:pycomeau@omiusa.org)

*Employee referrals are welcomed*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*

09/30/2025