

JOB DESCRIPTION

Job Title: Direct Care Residential Lead Supervisor

Ministry: Marygrove

Reports To: Director of Residential Services

Date: 5/1/2024

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Lead Supervisor is responsible for areas of daily functioning of the cottage, as outlined. The Lead Supervisor is responsible for the cottage activities in the absence of the Program Manager. This individual assists in ensuring that the Residential Technicians perform the daily child caring responsibilities and that the cottage functions according to schedule. As the Lead Supervisor, this individual will be available to move within each cottage as needed to assist Program Managers as well as provide assistance to any future programs developed at Marygrove. Position is expected to work set schedule (10 am- 6 pm); hours and days may be modified by Program Manager based on ratio requirements and circumstances of the unit.

OVERVIEW & RESPONSIBILITIES

- 1) Train new staff as required, document and submit to the Program Manager
- 2) Attend all scheduled meetings including but not limited to resident/cottage staffings and assigned committee meetings
- 3) Provide emergency coverage as required and is on call for the cottage as arranged by the Program Manager
- 4) Monitor resident activities while on duty and assign staff to resident activities in the absence of the Program Manager
- 5) Responsible for assisting Program Manager with staff scheduling, supervising and disciplining of staff

- 6) Act as the point of contact for questions, concerns and emergencies when Program Manager is off-site
- 7) Ensure that safety and fire codes are upheld
- 8) Maintain routine cleanliness in cottage and ensure that duties are completed
- 9) Participate in staff training
- 10) Provide further training and coaching of staff as needed
- 11) Complete required documentation
- 12) Plan the residents' monthly outings and submit to Program Manager for approval
- 13) Assist in monitoring the implementation of treatment plans
- 14) Complete monthly inventories for clothing, personal supplies, household items, office supplies, and medical supplies
- 15) Supervise the administration of medication and care for the children
- 16) Responsible for distribution and tracking of resident allowances
- 17) Reports to Program Manager for problems and/or assistance
- 18) Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes
- 19) Performs all duties as assigned by the Program Manager

KNOWLEDGE & EXPERIENCE REQUIREMENTS

Bachelor's Degree in Social Work or related social sciences field/ or equivalent experience
3 years' experience in residential care
Strong leadership skills
Requires sensitivity to cultural diversity of clients and employees
Be team oriented and able to work independently

EMPLOYEE NAME DATE

HR REPRESENTATIVE DATE