

## **JOB DESCRIPTION**

**Job Title: Residential Supervisor (12 PM-8 PM)**

**Ministry: Marygrove**

**Reports To: Director of Residential Services**

**Date: 2/16/2024**

### **OUR MISSION**

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

### **POSITION SUMMARY**

The Supervisor is responsible for areas of daily functioning of the cottage, as outlined. The 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.

### **OVERVIEW & RESPONSIBILITIES**

Train new staff as required, document, and submit to the Program Manager

Attend meetings, department staffing's, and participate in staff training

Provide emergency coverage as required and is on call for the cottage as arranged by the Program Manager

Monitor resident activities while on duty and assign staff to resident activities in the absence of the Program Manager

Responsible for scheduling, supervising, and disciplining of staff in the absence of the Program Manager

Ensure that safety and fire codes are upheld

Maintain routine cleanliness in cottage and ensure that duties are completed

Complete required documentation

Plan the residents' monthly outings and submit to Program Manager for approval

Assist in monitoring the implementation of treatment plans

Complete monthly inventories for clothing, personal supplies, household items, office supplies, and medical supplies.

Supervise the administration of medication and care for the children

Reports to Program Manager for problems and/or assistance

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

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

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EMPLOYEE NAME

DATE

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HR REPRESENTATIVE

DATE