

Job Description

Title of Position: Residential Supervisor (Full Time- overnight)
Reports to: Supervisor of Residential Services and Aftercare Coordinator
Schedule: Monday- Friday; 12am - 8am (overnight shifts Sun-Thurs nights) and two monthly team meetings. Also responsible for holiday, vacation, and emergency shift coverage shared among team.
Works Closely With: Team Lead Residential Services, Clinical Team, Support Services Team, Aftercare Services Team

Position Summary: This position is responsible for working with staff and clients to provide a welcoming, trauma-informed atmosphere to empower clients to regain their self-esteem and continue with their goals.

I. General Responsibilities

- A. Supervise over- the- counter medication needs, household duties, adherence to house rules and safety regulations/standards and providing an atmosphere conducive to rehabilitation, paying specific attention to confidentiality. The supervisor has direct responsibility for the residents in case of emergency.
- B. Document and read shift notes.
- C. Complete administrative duties and facilities duties as assigned.
- D. General management of the household at day or night, according to shift.
- E. Enforce policies outlined in Residential Handbook, including rules and consequences.
- B. Monitor preparation and cleanup of all meals, and that all supplies and kitchen are locked.
- C. Supervise storage of all perishable items by residents.
- D. Coordinate any overnight activities, special programs or outings.
- E. Offer supportive listening and feedback when resident is in mental/emotional distress.
- F. Maintain visibility by interacting with residents at all times. Assist with conflict resolution and problem solving, if appropriate.
- G. Remain in the facility during entire shift. Also, must stay awake and alert during shift.
- H. Conduct room checks
- I. Set security alarm at curfew, and turn off when curfew ends.
- J. Supervise client visitation process if applicable.
- K. Conduct drug tests and random room searches as needed.
- L. Transport residents in van, as needed.
- M. Order cab transportation services as needed.
- N. Conduct fire drills.
- O. Assist with quarterly client awards banquet.
- P. Other duties as assigned by the Supervisor of Residential Services, Residential Team Lead (facilities) and Manager of Clinical Services.
- Q. Attend and participate in monthly staff meetings.

II. Operating Procedures

- A. Medication Management
Dispense over-the-counter medication as needed, and record in log.

- B. Supervision of Household Duties
Dispense cleaning supplies to clients to necessary to complete chores
Ensure clients start and complete assigned chores
Ensure chores are completed correctly

- C. Securing Premises
Check to make sure that all exterior doors are locked during and at end of shift.
Check to make sure that no appliances are left operating (i.e., washer/dryer, irons).

III. Qualifications

- A. Bachelor's degree preferred in Human Services or health care related field.
- B. Experience with substance abuse and/or mental illness.
- C. Valid Texas Driver's license with no outstanding warrants or tickets.
- D. Mature person capable of making sound decisions and effectively carrying them out in the absence of specific directives.
- E. Demonstrate a willingness to extend herself to the residents as needed.
- F. Willing to confer with supervisor when needed.
- G. Have ability to set and maintain good boundaries with the residents.
- H. No criminal background or history.
- I. Preferable application be available to work any shift.

IV. Working Conditions

- A. Staff is based inside Main Residence. Staff will have a desk, access to a computer and other standard office equipment (e.g., copier, fax, etc.)
- B. Staff must be able to handle frequent walking inside the building, and inside the grounds of the residential area. Staff must be able to walk up one flight of stairs.
- C. Occasional lifting. Staff must be able to lift 15 – 20 pounds.