

## **Job Description**

**Title of Position:** Residential Supervisor (Full Time- Evenings)  
**Reports to:** Manager of Clinical Services  
**Schedule:** Mon-Fri 4p-12a, Wed 3:30p-12a and one monthly meeting on a Tues 2-4pm. Also responsible for holiday, vacation, and emergency shift coverage shared among team.  
**Salary:** \$14.35 - \$16.50 per hour

**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. General management of the residence during shift including maintaining household duties, enforcing policies outlined in Client Handbook, carrying out safety regulations/standards and providing an atmosphere conducive to rehabilitation, paying specific attention to confidentiality. This role has direct responsibility for the residents in case of emergency.
- B. Maintain visibility by interacting with residents at all times. Must be in the facility, awake, and alert during shift.
- C. Offer supportive listening and feedback when resident is in mental/emotional distress. Assist with conflict resolution and problem solving, if appropriate.
- B. Monitor preparation and cleanup of all meals, and that all supplies and kitchen are locked.
- C. Coordinate any evening activities, special programs or outings. Assist with client awards banquet.
- D. Conduct drug tests and random room searches as needed.
- E. Set security alarm at curfew, and turn off when curfew ends.
- F. Supervise client visitation and over the counter medications if applicable.
- G. Transport residents in van and order cab transportation services, as needed.
- H. Assist with fire drills and other inspections as needed
- I. Other duties as assigned by the Manager of Clinical Services and residential team leads. Position may include working other shifts or program locations as needed.
- J. 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 mental illness or homelessness.
- 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 share a desk, computer, and other standard office equipment (e.g., copier, fax, etc.) in a shared office
- 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.