

# **Residential Supervisor**

## **JOB 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.

## **JOB 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

## **JOB 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

**CONTACT**

To apply, please submit your resume to Cathy Hebert at [chebert@gsstl.org](mailto:chebert@gsstl.org).