



## **JOB DESCRIPTION**

**Job Title:** Shift Supervisor

**Ministry:** Marygrove

**Reports To:** Program Manager

**Date:** 01/01/2025

## **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 it to the Program Manager.
- Attending meetings, department staffing, 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 the cottage and ensure that duties are completed.
- Complete required documentation.
- Plan the residents' monthly outings and submit them 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 regarding 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.
- Perform all duties as assigned by the Program Manager.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

- High School Diploma or GED
- 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

## **SKILLS & COMPETENCIES REQUIRED**

Maintain professional relationships and communicate effectively with clients, co-workers, and outside agencies—the ability to confront issues with staff professionally.

Individuals in the position must meet and maintain their physical and mental ability, with or without accommodation, to;

- Regularly required to stand and talk or hear.
- Frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- Occasionally required to walk and sit.
- Occasionally lift and move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Excellent oral and written communication skills.
- Ability to read and analyze documents.
- Ability to effectively present information to co-workers and supervisors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the Business community.

## **RESOURCES FOR WHICH ACCOUNTABLE**

Stewardship responsibilities include business computers, postage meter, fax machine, personnel and payroll files, petty cash, and checking account.

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EMPLOYEE NAME

DATE

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HR REPRESENTATIVE

DATE