

POSITION

Supervisor

JOB DESCRIPTION OVERVIEW

The Supervisor is responsible day-to-day operations of the Group Home

JOB DETAILS

Minimum Qualifications:

- 21 years of age or older
- High School diploma, or equivalent.
- At least 2 years experience in the Human Services Field is preferred and a four-year degree is preferred but not required.
- Be flexible
- Be energetic
- Have excellent written, oral and interpersonal skills.

Responsible To:

- Home Manager

Specific Responsibilities:

- The Supervisor is responsible day-to-day operations of the Group Home
- The Supervisor is responsible for care and delivery of service provided to children/adolescents;
- Communicate disciplinary policy and procedures of the facility to all staff and each child;
- Supervision of all Group Home Staff;
- Administrative duties associated with the home;
- Grocery shop for groceries and supplies for group home;
- All employees will be responsible for the routine filing of all resident/service records.
- Assist with organizing fire drills once a month;
- Attend meetings as scheduled by mental health official or any other required meetings;

To apply for this position, email your resume to d180rs@outlook.com
