

Position:	Residential Supervisor	Date of Last Revision:	May 09, 2022
Overview:			
<p>The Residential Supervisor is a full time or part time employee that oversees the safety and well being of Doors to Freedom residents. The Residential Supervisor works closely with the Residential Director, as appropriate, to ensure the understanding of, dedication to, and implementation of the mission, vision, core values, and policy and procedures of Doors to Freedom. The Residential Supervisor is supervised by the Residential Director and directly supervises the Residential Assistants.</p>			
Responsibilities:			
<p>Development of Staff:</p> <ul style="list-style-type: none"> ● Conducts initial six month and annual evaluations with the Residential Staff, when applicable. ● Provides individual or group supervision monthly or as needed, when applicable. ● Ensures all Residential Assistants are knowledgeable and up to date on Doors to Freedom’s policies and procedures. ● Adheres to Doors to Freedom’s Policies as outlined in Doors to Freedom’s Policies and Procedures and the Resident’s Manual. <p>Development of Residents:</p> <ul style="list-style-type: none"> ● Guides residents in maintaining the set daily schedule and monitors residents in completing daily tasks and chores. ● Intentional engagement with residents based on the resident’s goals listed within the <i>Resident’s Daily Progress Note and Line of Sight [RES02]</i>. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> ● Administers prescribed medication for residents at scheduled times and over-the-counter medication as needed. ● Oversees the completion of scheduled and approved meal preparation and cleanup. ● Completes the <i>Resident’s Daily Progress Note and Line of Sight [RES02]</i> for every resident during each shift and ensures all sections are completed by the staff on each shift. ● Completes <i>Contact Notes [PRG01]</i>, as needed, for phone calls, incidents, or conversations. ● Completes <i>Behavior Incident Reports [PRG16]</i>, as needed, for offenses earned by residents during shift. ● Notifies the On Call Director about any injuries, offenses, or other incidents that occur during shift. ● Enforces Doors to Freedom’s Policies as outlined in the Resident Manual and Staff Training Manual. ● Maintains sensitivity to residents’ socioeconomic and cultural background. ● Transports residents to and from appointments as needed (mileage reimbursement may apply). ● Participates in Doors to Freedom’s Inclement Weather and Disaster Plan and follows assignments provided by the Executive Director or Operations Director. ● Fulfills other duties as assigned. 			



DOORS TO FREEDOM

Qualifications:

Education:

- Strongly Preferred: College degree
- Required: High school diploma or GED with one year related work experience

Training:

- Thorough understanding of, dedication to, and implementation of the mission and core values of Doors to Freedom.
- Must complete Doors to Freedom's onboarding process.
- Must complete 14 approved continuing education hours annually.
- Must maintain VSP-HT certification requirements annually.
- Must maintain certification in Cardiopulmonary Resuscitation and First Aid.
- Must maintain certification in Crisis Prevention Intervention.
- Must complete the following annually: Principles of Medication Administration, Blood Borne Pathogens Training, and *Suicide Screener Training Video Instructions and Questionnaire [TRN10]* for training in the use of the Columbia Suicide Severity Rating Scale.

Skills:

- Possess strong leadership skills and the ability to grow in these skills.
- Ability to build rapport with residents and maintain healthy boundaries.
- Fluent computer skills and working knowledge of GSuite and Microsoft Office programs.
- Ability to embody the core values of Doors to Freedom.
- Detail-oriented and strong interpersonal skills.
- Works well independently and as part of a team.