

# EDWIN GOULD SERVICES FOR CHILDREN AND FAMILIES

## JOB POSTING

JOB TITLE: Residence Shift Supervisor

DEPT: Residential Services

LOCATION: Riverside Drive

REPORT TO: Program Director

### SUMMARY

Responsible for supervising and overseeing all activities during the shift. Duties include supervision of Direct Support Professional staff. Distribute work assignments and promotes the orderly and efficient operation of the residential environment, including providing direct support to the consumers, when necessary. Work is performed under the supervision of the Residence Manager.

**This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It does not limit the assignment of related duties not mentioned.**

### JOB RESPONSIBILITIES

- Engage consumers in development-appropriate activities
- Arrange for participation in community activities
- Provide working supervision for Direct Support Professional staff
- Help provide direct support to consumers
- Maintain updated case management records
- Address safety and protection needs
- Participate in staff meeting, prepare to give constructive input.
- The Shift Supervisor will be the "Manager on duty" during his/her shift.
- Find relief workers for absent DSP staff
- Review records completed by DSP staff during the shift for accuracy

### QUALIFICATIONS AND REQUIREMENTS

A.A. Degree or credit equivalent in health or human services. A minimum of two years experience working in an environment with developmentally challenged consumers. Or providing direct support to disabled or challenged individuals in a group residential, long term care or health care setting. Prior supervisor experience preferred.

Other Relevant Requirements/Licenses/Certifications/Credentials:

Must maintain a valid driver's license

Must be SCIP-R, First Aid, CPR & AMAP (or must obtain certification within the first 60 days of employment)

Must proficient with using most word processing programs

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### CONTACT PERSON:

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