# Shift Supervisor

# Shift Supervisor who is assigned to teams of on-site support staff - Residential Aides

Must have a F-80 or be willing to get one

Must have a Food Handler’s Permit.

LQBTQA+ and diversity friendly a must!

**Key Responsibilities**

* Assist with on-site services delivery providing support duties, such as client outreach,
* and communications.
* Provide client-interfacing during evening and night shifts when main staff are away.
* Assist with food services implementation.
* Assist with preparation of area for recreational activities and other training or activities.
* Help gather client data collection for services involved.
* Participate in training relating to program improvement.
* When possible and capable, offer peer assistance.
* Participate in individual and group support.
* Participate in agency and program Q/A process.
* Monitor the area and provide resources for clients.
* Maintain a welcoming, safe, stable environment for clients.
* Make hourly rounds within and outside the facility to ensure safety and security.
* Incident management: Report and document incidents, crisis interventions, communicate with on-call management team.
* Record keeping including documentation of daily attendance, shift report, visitors, writing progress notes.
* Perform other related duties as assigned.

**Minimum Qualifications:**

HSE with at least 2 years of relevant experience. Proficiency with Microsoft Office Suite

High School Diploma or General Education Degree (GED), associate degree preferred. CPR and First Aid certifications a plus. Experience working with People with health, homelessness, poverty, and cultural/language issues