



## POSITION DESCRIPTION

**POSITION:** Residential Shift Supervisor  
**DEPARTMENT:** Residential  
**REPORTS TO:** Social Development Director  
**FLSA STATUS:** Exempt

**Job Summary:** Plans, supervises, and coordinates residential living operations during assigned shift.

### Duties:

- Creates and maintain an environment that allows students to learn and practice independent and community living skills.
- Models and reinforces social and employability skills, such as positive attitude, dependability, and teamwork.
- Provides a safe, secure, clean, and attractive physical and social living environment for students that is appropriate to their varied needs and levels of maturity.
- Provide staff supervision of all student living areas at levels that assure the safety, security, and accountability of all students at all times.
- Implements a structured process for sharing information that ensures effective student accountability.
- Implements safeguards to assure that personal information about individual students, subject to the Privacy Act, is shared among staff only to the extent necessary to ensure the safety and effective provision of services to students.
- Implements procedures to record important information about student-related events as the events occur and to transmit the information from each shift to the next.
- Maintain individual records for each student that contain, at a minimum, basic identifying information, including emergency contacts, and written parental consent (minors) for weekend passes to approved destinations. Such records shall be readily accessible to dormitory staff.
- Controls the movement of students between dormitories.
- Distributes dormitory supplies and materials.
- Tracks dormitory performance as it relates to dormitory incentives, including student retention.
- Screens, interviews, and recommends the hiring of all Residential Advisors (RAs).
- Provides orientation and other job related training to RAs.
- Schedules work assignments, supervises, and evaluates RA performance.
- Ensures that dormitory activity logs are accurately and completely maintained.
- Maintains and follows all non-health standing orders.
- Briefs the oncoming shift supervisor(s) before departure. This includes medical condition of students injured or sick, incidents, safety and security.

- Ensures that residential staff assists students in development long- and short-term personal and independent living goals and documents same on the students' PCDP. Monitors progress through effective and timely ESPs.
- Ensures residential advisors must check dormitories, snack bars, and canteens and documents their findings in a log book.
- Acts as center liaison to the Center Director after normal business hours.
- Submits time sheets within time frame per center policy.
- Assists with the student leadership program.
- Conducts and documents quality assurance audits and self-evaluations to ensure program quality and integrity.
- Ensures the safety, health, and security of students, staff, and property.
- Ensures evacuation route maps indicating emergency exits, primary and secondary evacuation routes, location of fire extinguishers and fire alarm pull stations, and assembly points must be posted in all residential facilities.
- Maintains good housekeeping in all areas and complies with safety practices.
- Conducts and documents regular staff meetings with assigned staff.
- Models, mentors, and monitors appropriate career success skills.
- Helps students become more employable through continuous reinforcement of independent living skills.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

**Qualifications and Experience:** High school diploma or GED, and 1 years' experience working with youth. Valid state driver's license required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

*This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*

**EMPLOYEE ACKNOWLEDGEMENT:**

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

<b>Employee's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

<b>Supervisor's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

**DOL APPROVAL**

<b>COR Name (Print)</b>	<b>Signature</b>	<b>Date</b>