

JOB TITLE: Residential Supervisor

IMMEDIATE SUPERVISOR: Lead Residential Supervisor and Shift Supervisor

SUPERVISES: None

EDUCATION-REQUIRED: High school diploma or GED

EXPERIENCE-REQUIRED: Provide proof of previous stable, positive employment

INCLUDES THE FOLLOWING BENEFITS:

Health Insurance provided at 100% for the Employee

Excellent Retirement Plan

13 Paid Holidays

JOB DUTIES:

- § Maintains chronological records in the daily log of events that occur while on shift
- § Coordinates resident sign-in/out procedures and monitors resident work details and extra duty assignments
- § Ensures resident compliance with resident rules and regulations, fire and safety procedures, and CCF policies
- § Reports resident rule infractions and operation, staff or resident abnormalities by submitting written documentation of these occurrences as required by policy
- § Administers breath tests, obtains urine samples, searches residents for contraband each time they return to CCF
- § Monitor resident activity, take head counts, and ensure proper behavior of residents on and off the property
- § Assist staff and residents in emergency situations
- § Monitor resident curfew and wake-up schedules; conduct resident inventories and assist in resident intake
- § Supervise residents on Community Service Restitution project assignments
- § Assist residents in problem solving and redirecting of negative behavior

- § Monitor residents assigned to do disciplinary tasks
- § Immediately report any potential problems/dangers to their Supervisor
- § Assist with delivering residents to off-site locations and intermittently required to get into and out of driver's seat of elevated vehicles, i.e. passenger van, pick-up truck, etc without personal physical assistance
- § Be able to upright self from a prone, kneeling, squatting, or sitting position to a standing position without personal physical assistance.
- § Be able to ascend or descend steps or stairs (minimum of one flight of stairs)
- § Capable of withstanding usual seasonal, outdoor temperature for a least two hours
- § Be able to do combined walking and standing for up to two continuous hours without any type of assistance
- § Kneeling on one or both knees to inspect, place or retrieve items at or near floor level
- § Be able to bend over, crouch, or stoop to inspect, place or retrieve items below the knee level
- § Must be able to lift 40 pounds from floor to waist level/must be able to lift 20 pounds from waist level to above the head
- § Must possess a valid Texas Driver's License
- § Must have a telephone number at which he/she can be reached
- § Must possess and maintain personal Texas automobile liability insurance
- § Performs other job related duties as required by their supervisors

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- b. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely

with others, working alone, working protracted or irregular hours, traveling by car, van, bus and airplane.

c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone and automobile.

Certificates, licenses, registrations or diplomas: Must show proof of high school diploma or GED