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| Job Title | Residential Supervisor (PRN) |
| Employer/ Agency | The Women's Home |
| Job Description | <p>Position Summary: This position is responsible for supervising residents to ensure their safety and providing an atmosphere conducive to rehabilitation.</p> <p>General Responsibilities:</p> <ul style="list-style-type: none"> A. Supervise over- the- counter medication needs, household duties, adherence to house rules and safety regulations/standards and providing an atmosphere conducive to rehabilitation. The supervisor has direct responsibility for the residents in case of emergency. B. General management of the household at day or night, according to shift. C. Enforce policies outlined in Residential Handbook. A. Monitor preparation and cleanup of all meals. B. Supervise storage of all perishable items by residents. C. Lock kitchen door after meal clean-up is complete. D. Coordinate any nighttime activities, special programs or outings. E. Offer supportive listening and feedback when resident is in mental/emotional distress. F. Maintain visibility by interacting with residents at all times. Assist with conflict resolution and problem solving, if appropriate. G. Remain in the facility during entire shift. Also, must stay awake and alert. H. Set security alarm at curfew, and turn off when curfew ends. I. Supervise client visitation process. J. Conduct drug tests and random room searches as needed. K. Transport residents in van, as needed. L. Order cab transportation services as needed. M. Other duties as assigned by the Manager of Residential Services. <p>Operating Procedures:</p> <ul style="list-style-type: none"> A. Medication Management Dispense over-the-counter medication as needed, and record in log. B. Supervision of Household Duties Dispense cleaning supplies to clients to necessary to complete chores Ensure clients start and complete assigned chores. Ensure chores are completed correctly. C. Securing Premises Check to make sure that all exterior doors are locked at end of shift. Check to make sure that no appliances are left operating (i.e., |

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| | <p>washer/dryer, irons) on both floors.</p> <p>Working Conditions:</p> <ul style="list-style-type: none"> A. Staff is based inside Main Residence. Staff will have a desk, access to a computer and other standard office equipment (e.g., copier, fax, etc.) B. Staff must be able to handle frequent walking inside the building, and inside the grounds of the residential area. Staff must be able to walk up one flight of stairs. C. Occasional lifting. Staff must be able to lift 15 – 20 pounds. |
| Qualifications | <ul style="list-style-type: none"> B. Bachelor's degree preferred in Human Services or health care related field. C. Experience with substance abuse and/or mental illness. D. Valid Texas Driver's license with no outstanding warrants or tickets. E. Mature female capable of making sound decisions and effectively carrying them out in the absence of specific directives. F. Demonstrate a willingness to extend herself to the residents as needed. G. Willing to confer with supervisor when needed. H. Have ability to set and maintain good boundaries with the residents. I. No criminal background or history. J. Preferable application be available to work any shift. |
| Salary/Hours | <p>Holidays: 3 Shifts (7:00 a.m. to 3:00 p.m.; 3:00 p.m. to 11:00 p.m.; 10:30 p.m. to 7:30 a.m.)</p> |
| Address | 607 Westheimer Rd, Houston, TX, 77006 |
| Contact Person | Susan Freeman, Executive Assistant |
| Telephone Number | (713) 521-3150 |
| Email Address | sfreeman@thewomenshome.org |
| Application Method | Please send resumes to Nelda Allen at nallen@thewomenshome.org . |

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