<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>Residential Supervisor Overnight (FT)</th>
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<tr>
<td><strong>Employer/ Agency</strong></td>
<td>The Women’s Home</td>
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<td><strong>Job Description</strong></td>
<td>See Attached</td>
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<td><strong>Qualifications</strong></td>
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<tr>
<td><strong>Salary/Hours</strong></td>
<td>$14.50-$17.50 per hour</td>
</tr>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>The Women’s Home</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>607 Westheimer</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, Texas 77006</td>
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<tr>
<td><strong>Contact Person</strong></td>
<td>Bran Lazard</td>
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<tr>
<td><strong>Contact Title</strong></td>
<td>Chief Program Officer</td>
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<tr>
<td><strong>Telephone Number</strong></td>
<td>Email Preferred</td>
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<tr>
<td><strong>Fax Number</strong></td>
<td></td>
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<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:blazard@thewomenshome.org">blazard@thewomenshome.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td>Online</td>
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<td><strong>Opening Date</strong></td>
<td>05/25/2019</td>
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.
Job Description

Title of Position: Residential Supervisor (Full Time- overnight)
Reports to: Manager of Clinical Services
Schedule: Sunday-Thursday; 11pm - 7am and two monthly team meetings.
Status: Non-exempt
Salary: $14.50 - $17.50 per hour

Position Summary: This position is responsible for working with staff and clients to provide a welcoming, trauma-informed atmosphere to empower clients to regain their self-esteem and continue with their goals.

I. General Responsibilities
   A. Supervise over-the-counter medication needs, household duties, adherence to house rules and safety regulations/standards and providing an atmosphere conducive to rehabilitation, paying specific attention to confidentiality. 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, including rules and consequences.
   D. Monitor preparation and cleanup of all meals, and that all supplies and kitchen are locked.
   E. Supervise storage of all perishable items by residents.
   F. Coordinate any overnight activities, special programs or outings.
   G. Offer supportive listening and feedback when resident is in mental/emotional distress.
   H. Maintain visibility by interacting with residents at all times. Assist with conflict resolution and problem solving, if appropriate.
   I. Remain in the facility during entire shift. Also, must stay awake and alert during shift.
   J. Set security alarm at curfew, and turn off when curfew ends.
   K. Supervise client visitation process if applicable.
   L. Conduct drug tests and random room searches as needed.
   M. Transport residents in van, as needed.
   N. Order cab transportation services as needed.
   O. Conduct fire drills.
   P. Attend and participate in monthly staff meetings.

II. Operating Procedures
   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 during and at end of shift.
      Check to make sure that no appliances are left operating (i.e., washer/dryer, irons).
III. Qualifications
   A. Bachelor’s degree preferred in Human Services or health care related field.
   B. Experience with substance abuse and/or mental illness.
   C. Valid Texas Driver’s license with no outstanding warrants or tickets.
   D. Mature person capable of making sound decisions and effectively carrying them out in the absence of specific directives.
   E. Demonstrate a willingness to extend herself to the residents as needed.
   F. Willing to confer with supervisor when needed.
   G. Have ability to set and maintain good boundaries with the residents.
   H. No criminal background or history.
   I. Preferable application be available to work any shift.

IV. Working Conditions
   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.