



We are recruiting for a full-time Shift Supervisor to join our team! This position is responsible for overseeing the daily operations in the houses, as well as, employees.

The Shift Supervisor will report to the Residential Manager. This is a full-time position, salary and exempt.

Tuesday through Saturday, 2pm-10pm. The pay is \$45K annually.

Duties/Responsibilities:

- Inspire others to uphold the mission and vision of A Kid's Place.
- Assist in training employees on policies and procedures.
- Evaluate and deliver on performance evaluations for employees.
- Maintain a safe and clean environment for children and staff by ensuring adherence to program policies and legal regulations.
- Maintain legal ratios for the houses including, but not limited to: moving staff members houses, assisting with transportation, covering a house when needed, etc.
- Conduct counseling to staff members. This may include in-the-moment coaching for de-escalating children.
- Establish relationships with the children and staff through regular interaction.
- Assist in maintaining safety in the house when staff are de-escalating children.
- Ensure adherence to the principles of Trauma Informed Care.
- Review an array of forms weekly/monthly to include, but not limited to: Records of Service, Menus, Medication Logs, Psychotropic Medication Tracking Forms, Medical Appointment Information, Sleep Logs, Overnight Logs, Log Book, Fire Drill Logs, etc.
- Regularly confer with the Program Director to identify areas of concern and needs for program improvements.
- Other functions as needed or assigned.

Qualifications:

- Bachelor's degree in social work or in a related area of study and 2 years of experience working with children; or
- 2 years of college and 3 years of experience working with children; or
- 5 years of experience working in child welfare without a post-secondary degree required.
- Valid driver's license and successful completion of initial and periodic criminal background screening.
- Full compliance at all times with A Kid's Place's drug-free workplace policy.
- Minimum of 2 years of supervisory experience preferred.
- 3 years of experience within social services or child welfare preferred.
- Knowledge of the principles of Trauma Informed Care is preferred.
- Ability to assess and provide effective leadership in crisis situations.
- Ability to handle sensitive and confidential information with discretion.
- Compliance with all applicable laws, including laws relating to childcare, laws relating to equal treatment in employment and in delivery of services, and other workplace laws.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to communicate in a clear, effective manner both written and verbally.
- Must be culturally sensitive and able to communicate effectively and professionally with all levels of personnel and children.
- Strong problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Outlook.

Please submit your resume to Erin Booker, HR Director at ebooker@akidsplaceth.org

A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.