

PENDLETON PLACE CHILDREN'S SHELTER

JOB DESCRIPTION: Shift Supervisor
SUPERVISOR: Assistant Director
HOURS: 40Hrs. per. Week, FLSA Non-Exempt Position
Hourly Wage: As agreed upon

I. Position Summary

The Shift Supervisors are responsible for providing daily care to the child residents as well as supervising the Child Care Specialist on their shift. The Shift Supervisor shall support the agency's mission, adhere to its values, maintain the confidential nature of the agency's services and perform the duties of the position in a professional manner. This position operates under the supervision of the Assistant Director.

While performing the functions of an on-call Child Care Specialist, the Shift Supervisor is to supervise and organize the services provided by the Child Care Specialist working during the same shift. The Shift supervisor coordinates with the other shift supervisors to ensure day-to-day operations of the shelter function smoothly. The Shift Supervisor is the first line of arbitration with any potential employee conflict.

II. Primary Duties and Responsibilities of this Position

Supervisory Responsibilities: *(these tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Supervise Child Care Specialist to ensure quality of care and supervision.
2. Coordinate with other Shift Supervisors to facilitate transitions between shifts.
3. Arbitrate any potential conflict between Child Care Specialist. Inform the Assistant Director in the event arbitration proves unsuccessful
4. Perform periodic inspections of the facilities and turn inspections into Assistant Director.
5. Assign shift responsibilities to specific child care specialist.

Direct Care Responsibilities:

When a Child Care Specialist misses work the Shift Supervisor is on-call to provide child care during their shift and at times other shifts. The duties of the Shift Supervisor during those times are the same as those of a Child Care Specialist.

1. General child care to include, but not be limited to, bathing, diapering, giving medications as prescribed or indicated, responding to health/medical needs, providing food, clothing, hygiene needs, and other needs as appropriate and required.

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2. Supervision of children at all times during waking and sleeping hours. Includes positive interaction with children during play, meals, chores, etc., and through the appropriate use of the agency's point behavior management system. Adhere to the daily scheduling of routine care and activities.
3. Staff members are to be positive role models for children at all times.
4. Respond to placement request phone call as needed.
5. Process resident admissions and discharges.
6. Provide the Children's Case Manager with observations of residents' behavior to enable them to make appropriate case management decisions.
7. Maintain accurate documentation in all files, accountability records, and forms.
8. As appropriate, participate in the regularly-scheduled case planning staffings.
9. Administer in-shelter petty cash fund with accurate records of expenditures and balance.
10. Inform Facility Supervisor of needed supplies, repairs, etc.
11. Attend and participate in regularly-scheduled in-service training staff meetings. Fourteen hours of field-related training must be achieved each licensing year.
12. Maintain order and neatness in the home, yard, and vehicles, including the areas reserved for care giving staff. The facility should be ready for unannounced inspections.
13. Work with volunteers at the direction of the Volunteer Coordinator.
14. Perform other tasks and duties at the direction of the Assistant Director.

III. Specifically Assigned Responsibilities

Each shift has the primary responsibility for carrying out duties assigned to them. From time to time, because of the emergency nature of the services we provide, a task may not get done as planned. If it is one that cannot be carried over the following day, the shift coming on duty will be asked to complete it or to carry it out. This should be an exception, not the rule. Good teamwork as a whole is necessary to the smooth operation of the facility and the provision of care to the residents.

IV. Qualifications

1. Minimum of high school diploma plus one year of childcare or youth counseling related experience or the equivalent of high school diploma plus one years of childcare related experience.

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2. Will have satisfactory criminal history and background check determination. (Child Abuse and Neglect Central Registry check, Sex Offenders Registry check, Motor Vehicle Registration check and a satisfactory determination or preliminary records check application.)
3. Will have or will obtain CPR/First Aide Certification within six months of hire date.
4. Ability to exercise judgment and discretion in interpreting and applying various procedures and guidelines.
5. Ability to deal with persons in highly stressful situations.
6. Knowledge of supervisory skills
7. Physical ability to lift and carry 50 pounds.
8. Ability to understand, to enjoy, and to be comfortable with children.
9. Ability to serve as a role model for residents.
10. Ability to work cooperatively as a team member.
11. Possess valid South Carolina driver's license.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN PENDLETON PLACE, INC AND THE EMPLOYEE. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE AS PENDLETON PLACE'S NEEDS AND THE REQUIREMENTS OF THE JOB CHANGE.