

Gulf Coast Trades Center
Job Announcement

Position: Shift Supervisor (Schedule to be determined) **Position(s) Available:** 1

Opening Date: May 4, 2018 **Closing Date:** May 11, 2018

Salary: \$14.00 hourly **Status:** Non- Exempt

General Description:

The Shift Supervisor is responsible for providing a caring and nurturing home environment for all students. Must be committed and motivated with the ability to supervise and/or run group programs. Shift Supervisor's must have the ability to relay information through accurate reporting and monitoring. Shift Supervisor's must be willing to attend all trainings and meetings as needed to ensure that they are abreast of the necessary techniques to support staff and students in residence. Must model appropriate behavior for staff and students at all times through communication, dress and positive outlook/attitude.

Additionally the Shift Supervisor is responsible for communicating dormitory and personnel needs and/or issues to the Residential Director and or designee. The Shift Supervisor must have the ability to train residential staff on all current procedures.

In conjunction with the Residential Director, the Shift Supervisor must ensure compliance with the Center's policies and procedures. Maintain acceptable levels of security and ensure compliance with standards of care established through all local and state regulatory agencies.

Reports To:

Residential Director

Supervises:

Dorm Supervisor, Group Workers and Part-time Relief Group Workers

Qualifications:

- Minimum of two (2) years education from a university or accredited college and one (1) year of related child care experience; each additional year of child care experience may be substituted for college requirements.
- Must possess a high school diploma or equivalent.
- Must be at least 24 years of age.
- Successfully pass pre-employment drug screen and background check.
- Possess a valid Texas Driver's License.
- Have the ability to effectively utilize office software.

Specific Duties:

Must possess the ability to:

- Provide direct supervision to residential staff.
- Lead and support as necessary the PPC group process.
- Attend and/or co-lead Team Meetings.
- Determine need for immediate action as required in response to specific incidents as they occur ensuring the health, safety, and well being of the student and staff population.

- Maintain Health training as non-medical staff to administer over the counter and prescribed medication under the direction of a Physician.
- Analyze and solve problems fairly.
- Respond to the needs of the staff and provide feedback.
- Report staff misconduct to the Residential Director, Assistant Residential Director and document accordingly.
- Coordinate activities and outings.
- Communicate professionally; both orally and in writing.
- Participate in student voting and communicate via email on a regular basis.
- Provide protection to students while adhering to Center policies and procedures.
- Restrain students when necessary using approved restraint techniques.
- Report and document incidents to the Administrator On Duty (AOD) in a timely and accurate manner.
- Assign direct care staff on duty to best meet the needs of the student population and the Center.
- Remain aware of student needs, problems, and potentially dangerous situations.
- Communicate concerns and propose solutions to the Residential Director, as well as, methods of addressing concerns.
- Assume management responsibilities with the guidance of the Residential Director for planning, organizing, coordinating and monitoring residential reports.
- May require overtime and/or be on call as needed.
- In the absence of the Residential Director assume that roles duties as assigned.
- Check dorm for maintenance issues such as tagging and property destruction on a regular basis.
- Must make routine visits to assigned dorms and recreation areas to insure that proper policy and procedure are being maintained.
- Be able to work as part of a team.
- Other duties as assigned.

Contact

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