

Child and Family Charities  
AM/PM Floor Supervisor  
Non-Union

**General Statement of Responsibilities**

The Floor Supervisor will be a designated supervisor of Youth Specialists. The person in this position must be able to think and act independently, often making crucial decisions within the realm of their authority. The Supervisor will assume ultimate responsibility for the completion of all direct care responsibilities. This responsibility includes, but is not limited to, the allocation and instruction of direct care duties and leading by example. The supervisor is also expected to handle various additional leadership tasks for the residence.

**Qualifications**

- A. Education: Bachelor's degree preferred with a minimum of two years working in a Child Caring Institution.
- B. Experience: Background and demonstrable skills working effectively with emotionally and behaviorally challenged children; clear evidence of nurturing skills, empathy, and rapport building.
- C. The Supervisor must meet and exceed all qualifications for the Youth Specialist.
- D. Demonstrate an ability to lead Youth Specialist and make decisions regarding shift work when necessary.

**Specific Duties and responsibilities**

- 1. Review Youth Specialists daily eyes on shift logs and sign off on them.
- 2. Oversee the completion of daily shift logs
- 3. Train Youth Specialists on and maintain oversight over efficient and timely incident reporting.
- 4. Assist with filling open shifts.
- 5. Assist the Division Director in the training and orientation of new employees.
- 6. Facilitate the development of teamwork within the residential team.
- 7. Clarify team goals and keep said goals in sight for all team members.
- 8. Promote the involvement of team members in decision-making and foster a sense of accountability among those members.
- 9. Role model and teach the skills needed by Youth Specialists.
- 10. Demonstrate solid work habits such as punctuality, organization, and diligence.
- 11. Be available and flexible for emergencies, on call duties, and floor coverage when needed.

**Resume and Cover Letter:**

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