



Evening and Weekend Shelter Shift Supervisor
Full time – Non Union

General Statement of Responsibilities

The Shift 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 Specialists and make decisions regarding shift work when necessary.

Specific Duties and responsibilities

- 1. Review/approve the Youth Specialist's daily eyes on and narrative shift logs.
- 2. Oversee the completion of daily shift activities using on-site observations and reviewing shift and staff activity logs.
- 3. Train Youth Specialists on and maintain oversight over efficient and timely incident reporting.
- 4. Assist with filling open shifts.
- 5. Assist in planning evening and weekend structure and activities for the residents.
- 6. Assist the Shelter Operations Manager in the training and orientation of new employees.
- 7. Complete duties and responsibilities of a Youth Specialist.
- 8. Facilitate the development of teamwork within the residential team.
- 9. Role model and teach the knowledge and skills needed by Youth Specialists to include trauma-informed care, cultural humility, positive youth development, crisis prevention and intervention, and self-care.
- 10. Demonstrate solid work habits such as punctuality, organization, and diligence.
- 11. Maintain a leadership role within the residence, which requires maturity, adherence to policies and procedures, and accountability.
- 12. Be available and flexible for emergencies, on call duties, and floor coverage when needed.

Apply for this position by sending a resume and letter of interest to:

Director of Administration
Child and Family Charities
4287 Five Oaks Drive
Lansing, MI 48911
liz@childandfamily.org

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we celebrate and value diversity, equity, and inclusion.*

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