



JOB OPENING

Posted On: Monday, January 10, 2022

Weekend Supervisor

Position Summary

Garland Oaks, a ministry of Street Hope TN, seeks to hire a Weekend Supervisor/Weekend House Mother to provide daily care of the residents of Garland Oaks and oversee the weekend direct care staff. This position will model healthy and loving relational boundaries in a home environment where residents have the space to grieve their past trauma, heal from their brokenness and learn successful life skills.

Please Note: This position will be required to attend training during regular business hours prior to being put on the schedule. This position will be scheduled limited hours until first residents enter the program.

**This position is scheduled Friday—Sunday / 12 hours a day*

Start Date: Spring 2022

Hours: Full Time / Exempt

Location:

Blount County (undisclosed location)

Organizational Relationships:

House Mother

Education: High school diploma or equivalent, Biblical Counseling certification preferred

Principal Duties

Direct Care of Residents

- Help maintain the structure at Garland Oaks by assisting residents through a pre-planned daily schedule
- Build and maintain a positive and trusting rapport with residents and staff
- Handle extremely sensitive, confidential information in a professional and responsible manner
- Develop a relationship with each resident, actively listen to them and offer individual counseling and support
- Create a gentle and loving environment where residents feel heard while expressing their unique identities
- Protect residents' confidential information adhering to all applicable laws/statutes/policies related to access, maintenance, and dissemination of personal information
- Demonstrate healthy emotional, physical, and spiritual behaviors and boundaries with the residents
- Create a safe environment where residents feel loved and cared for
- Closely provide direct and continuous supervision of Garland Oaks residents in accordance with policy and procedure that promote a safe, secure, and nurturing environment for residents and staff
- Supervise structured and leisure activities of the residents, including preparing residents for various group and individual activities, such as group therapy, fitness, chores, Independent Living classes and electives



Weekend Supervisor

- Supervises and provides instruction of all daily activities (e.g; bathing/showering, personal hygiene, etc.) to maintain physical cleanliness and hygienic conditions of home
- Administers behavior management programs
- Monitors residents for changes in behavior that may indicate potential crisis situations in accordance with facility guidelines and alerts other staff as appropriate
- Intervenes, when necessary, in crisis situations in accordance with policy and procedure guidelines. Submits information to supervisor and Clinical Team on the more serious disciplinary actions and in accordance with facility policy/procedures
- Reports all observances of unusual behaviors or resident's physical and mental health to Clinical Team
- Help teach residents how to develop habits of safety and responsible behavior at social and recreational activities
- Know any special health needs of children (e.g. allergic reaction to bee stings, medicines, special medicines needed, etc.). Ensure required medication is taken at the proper time and in the prescribed amount.
- Work with residents and staff to maintain a clean and organized facility

Staff

- Supervises weekend staff
- Greet each employee as they arrive for a shift, and confirm that he or she is aware of designated responsibilities; provide encouragement and evaluate job performance in a personal setting when necessary
- Ensures quality of care by developing and interpreting direct care procedures
- Provide oversight and direction to staff in accordance with the organization's policies and procedures
- Maintain direct care staff by coaching, counseling, and disciplining through monitoring and appraising job performance
- Provide effective performance feedback through employee recognition, rewards, and disciplinary action, with the assistance of Administration when necessary
- Foster a spirit of teamwork and unity among staff
- Maintain timely and effective communication with all staff and supervisors

Program

- Ensures smooth day-to-day functioning of Garland Oaks
- Establish and maintain a workplace culture where residents and staff can flourish

Weekend Supervisor

- Maintain the quality, consistency, and integrity of Garland Oaks
- Monitor, develop and update trauma-informed programming
- Attend weekly treatment meetings
- Supervises weekend field trips, chapel, and church outings
- Coordinates details for respite care volunteers
- Assist with Garland Oaks therapy dog as needed

Administration

- Implement preventive strategies to minimize incidents and major risk events within the Garland Oaks
- Provide documentation when required – progress reports, fire drill reports, accident/incident reports, etc.
- Respond timely to all staff requests for information
- Operate the program within the assigned budget items

Compliance Responsibilities:

- Comply with all State and national Standards of Accreditation and Certification
- Prepare for and participate in all reviews, audits, and surveys of the agency Ensure all activities within the agency conducted within the guidelines and regulation of Federal HIPAA requirements

Education, Experience, Other Qualifications:

A. Education

- High school diploma or equivalent, Biblical Counseling certification preferred
- Knowledge of the Department of Children's Services policies and procedures, at an intermediate level, used daily in the work environment

B. Experience

- Minimum of two years of applicable experience

Weekend Supervisor

- Administrative/Management experience
- Experience working with youth with emotional and behavioral challenges
- Experience in crisis prevention, intervention, and conflict resolution skills

C. Skills

- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff
- Excellent organizational skills and ability to work under pressure
- Flexible with scheduling according to program needs
- Culturally sensitive in the work environment
- Demonstrate warmth and empathy when working with children and families
- Demonstrate critical thinking, at an intermediate level, in the work environment
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and other related technologies and programs

CI. Spiritual

- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ
- Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home
- Agreement with and adherence to our Statement of Faith (The Lausanne Covenant)

CII. Other

- Be capable of picking up at least 25 lbs. and climbing stairs
- Must meet criminal background check requirements

Weekend Supervisor

- Must maintain employment eligibility status
 - Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws
- F. Travel
- Must possess a valid Tennessee driver's license

This job description in no way implies that the duties listed are the only ones the employee will be required to perform. The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.