



COTTAGE SUPERVISOR

POSITION DETAILS

- **Status:** Salaried, Exempt, Full-Time
- **Department:** Residential Services
- **Reports to:** Director of Residential Services
- **Work Schedule:** Varied, depending on meetings and shift coverage scheduled

RESPONSIBILITIES

- Plans, organizes, directs, coordinates, and evaluates service delivery to residents.
- Carries out program orientation for new employees; ensuring direct reports complete annual trainings.
- Maintains visibility and accessibility to ensure staff and resident needs are met, including the proper supervision of residents, adherence to staffing ratios, and proper handling of crisis situations.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques, including regular supervision with direct reports.
- Participates in the second shift supervision rotation as well as On-Call rotation.
- Conduct interviews for vacant Cottage Life Assistant positions.
- Maintains required records, prepares reports, and composes correspondence as required by regulatory agencies by the assigned deadlines.
- Orients newly admitted residents to the program and communicates with staff any initial plans of care, safety concerns, and ways to make the resident feel welcome
- Ensures effective communication with staff members by direct individual communication, meetings, log books, and notices through email or other messaging system.
- Provides transportation of residents as program needs dictate or as assigned by direct supervisor.
- Ensure the proper administration and recording of medications for consumers in accordance with policy

QUALIFICATIONS

- High School Diploma or GED with 3 yrs of experience in a behavioral health setting; **OR** Associates Degree with 2 yrs of experience in a behavioral health setting; **OR** Bachelor's Degree with 1 year of experience in a human services field
- Supervisory experience in a social service setting (residential or behavioral health preferred)
- Working knowledge of computer software, including Microsoft Word and Excel.
- Must be at least 21 years of age and possess a current, valid driver's license.