

# ***Holy Family Institute***

## ***Journey of Hope Program***

### ***Shift Supervisors***

#### ***Bilingual – Spanish Preferred***

**Reports to:** Lead Shift Supervisor, Journey of Hope Program

**Hours:** FT Position –Afternoon shift only - including some possible weekend days.

**General Statement of Duties:** The Shift Supervisor assists the Lead Shift Supervisor Program in performing administrative and supervisory functions, which are necessary for the operation of the Journey of Hope (UC-Unaccompanied Alien Children) shelter program.

#### **Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute
2. Plans staff coverage, in advance, in order to prevent over staffing.
3. Carries out administrative tasks as directed by Supervisor.
4. Provides on-the-spot direction and feedback to all staff in cottage.
5. Provide YCW who are direct reports timely feedback in regard to staff evaluations
6. Handles initial staff disciplinary action.
7. Assists with staff orientation and training.
8. Provides Program Director with feedback about line staff's performance.
9. Plans and conducts Youth Care Worker staff meetings
10. Assists residents with personal hygiene and other activities of daily living through modeling, coaching and structuring activities
11. Models and assists in the implementation of the HART and Trauma-Informed Care
12. Sets consistent and reasonable tolerance levels for all staff to adhere to with the residents.
13. Follows treatment plans as written in each resident's service plan.
14. Participates in on-call rotation schedule, and when not in the rotation, communicates with on-call personnel on duty as needed.
15. Manages unanticipated events and crisis situations in a positive, constructive manner
16. Maintains client confidentiality
17. Maintains a pleasant, tidy, sanitary and safe living environment for residents
18. Completes required documentation in keeping with agency standards
19. Demonstrates flexibility in schedule to accommodate morning and afternoon shifts, including some weekend days and attendance to weekly team meetings.

#### **Minimum Requirements**

Bachelor's Degree in the human service field with 3-5 years of experience working with children. For individuals with only an Associate Degree, 3 years working with children required, 5 years working with children preferred. Must be at least 21 years of age, have a valid PA drivers license, be able to perform physical activities, have good verbal, written and oral communication skills. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) strongly preferred. EOE

Please visit [www.hfi-pgh.org/careers](http://www.hfi-pgh.org/careers) to complete the online application