

AMCAL FAMILY SERVICES

JOB DESCRIPTION

Position Title: OVERNIGHT SUPERVISOR, Residence
Reporting to: Coordinator of THERAPEUTIC SERVICES
Position Type: full-time

The **mission** of AMCAL Family Services is: to help promote and preserve healthy family relationships, to identify and develop the core values and strengths of the family, and to anticipate and respond to needs in the community.

All staff are expected to adhere to and implement the **therapeutic modality** of the agency, which is a systemic, strengths-based, solution-focused approach. All staff are expected to respect the agency culture of accountability, professional reflection and ongoing program evaluation. Agency orientation and training are provided.

Employee performance reviews are done on a yearly basis. Staff should familiarize themselves with the relevant sections of the Human Resources Policy Manual, especially those that address the agency **Code of Ethics and Professionalism**.

PROGRAM DESCRIPTION:

The **Residential Program (RP)** offers 14 weeks of family counselling for families experiencing difficulties with their adolescents. This includes an eight-week structured therapeutic program of respite, residential care for the youth (aged 12-17 years).

PURPOSE OF THE JOB:

The Overnight Supervisor is responsible for safety and security in the Residence during the overnight hours, as well as managing the morning routines and school departures of the residential teens. S/he is also responsible for menu planning and for the overall cleanliness of the facility.

TASKS & RESPONSIBILITIES:

- ❖ Safety and security – set alarm, ensure doors are locked and that the youths in residence are in their designated rooms at bedtime.
- ❖ Check youths throughout the night, in a non-intrusive manner, if possible.
- ❖ Responsible for the house laundry.
- ❖ Prepare daily menus and weekly grocery list; re-stock fridge and pantry items.
- ❖ Prepare breakfast items and evening suppers.
- ❖ Dispense medication, when required.
- ❖ Record daily statistics in the main log.
- ❖ Record pertinent information in the main log.
- ❖ Inform the Coordinator of Therapeutic services of any problems that have arisen during the night.
- ❖ Awaken youths at designated times in the morning; supervise the completion of morning chores by youths.
- ❖ Encourage proper hygiene and personal care.
- ❖ Encourage and model positive attitudes for morning departures.
- ❖ Clean the facility on a daily basis.

- ❖ Perform an annual cleaning of the freezer and compile a written inventory of its contents.
- ❖ Prepare an annual list of repairs and household purchases needed in the Residence.
- ❖ Perform additional duties as necessary or as assigned.

PROFESSIONAL COMPETENCIES:

- ❖ Minimum—High School diploma.
- ❖ Minimum of three years' experience working in a residential setting with children/teens.
- ❖ Minimum of three years' experience in housekeeping and cooking.
- ❖ Ability to supervise a small number of adolescents effectively.

GENERAL COMPETENCIES:

- ❖ Strong computer skills: Word, Excel, Windows, Outlook, and Access.
- ❖ Organizational, time management and observation skills.
- ❖ Team player; strong interpersonal skills; able to work independently.
- ❖ Communication skills (both written and oral).
- ❖ Bilingualism is an asset.

CONSULTATION/COLLABORATION WITH:

- ❖ Internally – Program Coordinator, other staff in the program; daily contact with youths in the Residence, some contact with parents.

ANTICIPATED TRAVEL/SPECIAL WORKING CONDITIONS:

- ❖ Attend professional development conference as required.
- ❖ Attend yearly staff retreat if required.

If interested, contact Jeff Andrews at 514-694-3161 ext. 222 or send your resume to jandrews@amcal.ca