

# ORIANA HOUSE, INC.

## Resident Supervisor 1 Job Summary

Resident Supervisors are responsible for the direct supervision of clients in the facility. They work as a team to monitor and interact with our clients to help reduce recidivism in the community and make a difference in their lives. We currently have full-time positions available on 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> shifts.

### **Pay Rate: (NEW PAY RATE and TIER PAY STRUCTURE!)**

\$12.00/hour with HS Diploma or GED

\$13.00/hour with Bachelor's Degree

A Resident Supervisor I starts at \$12/\$13. After completing all training and job description requirements, Resident Supervisors can advance to Tier II and Tier III with a \$1/hour pay increase per advancement level.

## Responsibilities and Duties

**Essential functions of this job include, but are not limited to:** *(please visit our website at [www.orianahouse.org](http://www.orianahouse.org) for a complete job description)*

- Accurately accounts for the whereabouts of each client by conducting and documenting facility whereabouts three (3) times per shift.
- Completes scheduled activities including, but not limited to: intakes, dorm searches, pat downs, and emergency drills (fire, tornado, etc.) in accordance with established policies and procedures.
- Supervises the daily activities of clients while in the facility.
- Conducts alcohol testing in accordance with Agency policy and procedure.
- Collects urine specimens in accordance with Agency policy and procedure.
- Conducts client intakes. Ensures that all forms are completed accurately.
- Facilitates productive communication while maintaining a professional, prosocial relationship with clients and employees.
- Maintains appropriate boundaries with clients.
- Acknowledges clients' prosocial behaviors and generates a reward report if warranted.
- Completes accurate data entry for client logs, action reports, alco-sensor results, search reports, reward reports, sign in/sign outs.

## Qualifications and Skills

**This position requires a High School diploma or GED.**

**Candidates must also have a valid Driver's License or State ID.**

- Candidates should have an interest in working in community corrections or helping individuals who are facing issues with chemical dependency.
- Candidates should have strong interpersonal communication skills.

## **Benefits**

- **Full Time Benefits Package includes:**
  - *Medical Insurance and Prescription Card*
  - *Dental Insurance*
  - *Vision Insurance*
  - *10 Vacation Days per year*
  - *10 Personal-Sick Days per year*
  - *Tuition Reimbursement*
  - *Paid Hospital Days*
  - *Eight Paid Holidays*
  - *Life Insurance*
  - *Long-term Disability Insurance*
  - *403(b) Retirement Plan*

To apply for this position, please send your resume to [recruitmentakron@orianahouse.org](mailto:recruitmentakron@orianahouse.org).

*Oriana House Inc., is an Equal Employment Opportunity Employer (including veterans, disabled, and other protected categories) and a Drug-free Workplace*