

ORIANA HOUSE, INC.

Resident Supervisor



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 1st, 2nd and 3rd shifts.

Shifts available:

7 am – 3 pm (Five days per week)

3 pm – 11 pm (Five days per week)

11 pm – 7 am (Five days per week)

We also have 12 hour shifts available: either 8am-8pm or 8pm-8am

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 earn a \$1/hour pay increase to become a Tier II Resident Supervisor. Tier II Resident Supervisors can also earn an additional \$1/hour increase once further training and job requirements are met to become a Tier III Resident Supervisor.

Responsibilities and Duties

Essential functions of this job include, but are not limited to: *(please visit our website at 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, random alco-sensor tests, urine drug screens, 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*
 - *Paid Hospital Days*
 - *Eight Paid Holidays*
 - *Life Insurance*
 - *Dental Insurance*
 - *Vision Insurance*
 - *10 Vacation Days per year*
 - *10 Personal-Sick Days per year*
 - *Tuition Reimbursement*
 - *Long-term Disability Insurance*
 - *403(b) Retirement Plan*

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