



Position Title: Safe Home Supervisor	Job Status and Salary: Exempt- \$35,000-\$45,000 Mon-Thurs. - Days 6am-4pm
Department: Housing	Location: Albuquerque
Reports To: Safe Home Program Manager	Number of People Supervised: 3-5

POSITION PURPOSE

Provide leadership in creating and maintaining a safe and supportive culture and climate for youth experiencing homelessness or in need of safe housing and the staff that support them within the Safe Home.

**ESSENTIAL DUTIES AND RESPONSIBILITIES
(IN PRIORITY ORDER)**

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Employee Relations and Supervision

- Build a team approach to working with youth in the milieu and across shifts
- Model appropriate behaviors and interactions with youth for staff, that is grounded in the Safe Home core principles of Positive Youth Development, The Nurtured Heart Approach and Trauma Informed Practices and provide on-going coaching to staff in the core principles
- Hire front line staff
- Address staff and youth concerns in an efficient and effective manner
- Train all new staff and provide ongoing training opportunities for all staff
- Hold staff accountable for paperwork and programmatic elements that are required by funders
- Address discipline issues as they arise and actively participate in decisions about performance improvement plans, terminations, etc.

Program Service Delivery

- Ensure core principles are being utilized in working with youth within the milieu and utilized in decision-making processes
- Responsible for decision-making on all new intakes, whether to accept, deny or call a team meeting
- Participate in client-centered team meetings and discharge planning
- Represent the agency with community and government entities
- Responsible for maintaining a safe environment that meets all licensing requirements
- Track data and develop reports for the Director and Executive Director

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- Associate, Bachelor or Master degree in social services, education or other related field
- Supervisory experience, 2-5 years preferred
- Experience working with youth that have experienced homelessness, trauma, and/or system involvement,

3-5 years preferred

CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment, including utility dolly

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.