

ROBERT SMITH

Residential Shift Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Residential Shift Supervisor, responsible for directing the residential counselors, and assisting the Residential Manager in the responsibility of monitoring and maintaining the cleanliness and safety of the house and the provision of support services.

CORE COMPETENCIES

CIS, ADP, Communication Skills.

PROFESSIONAL EXPERIENCE

Residential Shift Supervisor

ABC Corporation - September 2012 – June 2014

Key Deliverables:

- Supervised monthly fire evacuations drills, and implemented the Fire Safety Policy.
- Monitored the care of the youth Monitoring the programs that have been set up for the youth, to.
- Made sure they are carried out each day.
- Imposed discipline on the staff who do not follow ghudelines that have been set up for the facility.
- Worked with volunteer groups to create a cleaner and roomier facility for the youth we serve.
- Led training sessions and staff meetings.
- Worked as part of an interdisciplinary treatment team to ensure a therapeutic milieu that meets Brandons standards of CARE.

Residential Shift Supervisor

Delta Corporation - 2008 – 2012

Key Deliverables:

- Supervisor employees work performance Complete daily paperwork of residents activity Problem solved Conducted staff meetings Skills Used Computer Fax .
- Managing and working with staff to ensure proper job functions leading meetings office work Patient care Greeting Activities Cleaning Accomplishments .
- Communicating and take initiative.
- Used Lifting Pushing/pulling Assisting Documentation/paper work Hand washing Patient care Safty.
- Oversaw 20 youths between the ages of 6-12 and supervised four staff employees per shift.
- Disciplined, cooked, prepared paperwork and followed guidelines and procedures.

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- Oversaw medical and/or psychiatric emergencies, drove to and organized field trips, conducted periodic reviews of employees, worked with social .

EDUCATION

AA In Sociology

