Robert Smith

Shelter Supervisor

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a Shelter Supervisor position that allows me to utilize and expand on my work experience while encouraging and allowing room for growth within a company.

WORK EXPERIENCE

Shelter Supervisor

ABC Corporation - July 2012 – July 2013

Responsibilities:

- Provided supervision to all Shift Supervisors with regard to all related duties.
- Provided orientation for employees.
- Reported all serious incidents and daily activity to the program director.
- Ensured the safety of residents and coworkers.
- Ensured adequate living conditions in the shelter, including but not limited to cleanliness.
- Maintained all documentation in accordance with contractor requirements, state licensing standards, funding source requirements, BCFS policies/procedures, and all accreditation body requirements.
- Ensured the timely completion of all documentation required for this position as well as the documentation required by Shelter Supervisors and Direct Care staff.

Shelter Supervisor

Delta Corporation - 2010 – 2012

Responsibilities:

- Ensured the shelter of 48 youth ran according to ORR Policies and Procedures Responsible for youth receiving all clothing and hygiene products and .
- Ensured all staff attended monthly trainings, and were up to date with training hours Staff schedules were updated and given to all staff Reviewed .
- Corrected all payroll discrepancies, entered sick, vacation, pto time for employees before submitting to corporate Did the ordering for clothing/.
- Processed intakes on new clients and administration work.
- Serve as supervisor during off hours Maintain safety in the building Conduct evening shelter meeting for residents Help promote residents emotional .
- Began as a Child Care Worker who provided supervision, mental health services, and case management services to children age 7 to 17 who were removed .
- Then became the Shelter Supervisor and provided management and supervision services to between 10 and 17 employees, assisted with policy .

SKILLS

Supervisory, Public Speaking.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelor Of Science

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