

AUBERLE/WARD HOME

Help Us Change Lives: Ward Home Seeks Site Supervisor

We are currently seeking a Site Supervisor for the Ward Home Supervised Independent Living Program, a community-based, residential program that serves foster youth ages 16 to 20 years old who have grown up in the foster care system. Ward Home foster youth live in apartment-style housing with 24-hour supervision, where they are taught vital life skills in our Life Skills Training Program.

The Site Supervisor's primary responsibility is to oversee the administrative functions of the facility, as well as supervise staff and teens in the program. The Site Supervisor will also oversee the completion of reports, scheduling, training and finances of the site.

Essential responsibilities include supervision of site staff to ensure teen goals are met, documentation is completed in a timely manner, and ensuring that programming, educational goals, activities, tutoring, enrichment and volunteering are effectively implemented. You will also monitor medication logs and appointment scheduling for the site, manage and monitor the site bank account, and ensure state and county regulations are met.

This position requires flexible hours including evenings and Saturdays to accommodate the schedule of the young people served. The Site Supervisor provides site and caseload coverage, including representing clients in court and other official settings, conducting client intake interviews and client transportation as needed. Sound judgment, excellent organizational skills and the ability to relate to staff, clients and community professionals is essential.

The ideal candidate will have an Associate Degree in a social services-related field with proof of enrollment in a BA/BS program and 5 years of experience in a social service-related field, A Bachelor's Degree and two years of supervisory experience is preferred. Knowledge of 3800 regulations and basic computer skills are required. A flexible schedule and valid PA driver's license are mandatory. Must be willing to assist moving clients and capable of safely lifting up to 50 pounds. Must be 21 years of age or older and required to apply for Act 33/34 clearances (criminal and child abuse) as well as FBI clearance. Pre-employment drug screening and random employment drug testing required.

Auberle/Ward Home offers excellent training opportunities and a comprehensive benefits package. If you are highly motivated, passionate about human services and interested in making a difference, be sure to apply on the Auberle website, www.auberle.org. EOE