



Shift Supervisor

Since 1901 The Children's Shelter has provided a safe haven for Bexar County children who have experienced abuse, abandonment and neglect. Would you like to be part of a growing and dynamic team that "restores innocence and strengthens families?" Serving over 4,000 children and families each year, we need committed applicants to be part of The Children's Shelter team. It takes one life to change the life of a child. Will that be you?

The Shift Supervisor for the Emergency Shelter is responsible for the overall daily functions of the facility in accordance with State Licensing Standards and written Corporate Operations, Policy and Procedural directives. This candidate will supervise the hour-by-hour child care of residents in the shelter in compliance with state licensing and corporation standards. He/she is also responsible for overall safety, welfare, care and security of children in care to include but not limited to maintaining an ongoing and updated knowledge and ability to professionally carry out Shelter evacuation procedures in accordance with written policy.

Requirements:

- Ⓞ Bachelor's degree in social service or closely related field
- Ⓞ Supervisory experience in child care setting required
- Ⓞ Skills in organizing work in a responsible way in an environment with multiple challenges and priorities
- Ⓞ Must have effective time management skills
- Ⓞ Ability to legibly document required paperwork, with an emphasis on recording the details.
- Ⓞ Ability to manipulate the established time and attendance system (Novatime)
- Ⓞ Meticulous attention to detail regarding medication administration to residents and proper documentation of medication administration
- Ⓞ Must be at least 21 years of age
- Ⓞ Ability to spend long periods of time standing, bending, stooping and walking
- Ⓞ Bilingual preferred
- Ⓞ Sensitivity to the individual and group needs of children and families
- Ⓞ Valid Driver's License
- Ⓞ Ability to use personal vehicle as method of transportation for the job

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

We offer employment opportunities at our various locations. For current opportunities visit our website www.chshel.org or view job postings at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm

**Volunteer opportunities are also available.
The Children's Shelter is an Equal Opportunity Employer.**