



Position Title: Unaccompanied Students Initiative House Supervisor

### Position Purpose

To provide a safe and wholesome living environment to unaccompanied students ages 16 to 20 in the USI residence. To assist these students in making the residence a home where they can grow, finish high school and plan for their future.

### Key Responsibilities

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1. Understand & Practice Mission & Vision.
2. Be a positive role model for the student(s), develop monthly goals and guide them toward future success.
3. As parent(s) maintain confidentiality, provide care and supervision for the students in assisting with material, physical, spiritual, emotional, safety and disciplinary needs.
4. Review and apply USI program policies, procedures with each student and house rules.
5. Ensure effective communication and active listening is achieved with students and staff.
6. Monitor the students' welfare and behavior and report any problems in the residence to the Program Coordinator.
7. Implement, document and notify Program Coordinator of consequences when rules are not followed, or disrespect is present.
8. Ensure cleanliness and care of the residence inside and outside.
9. Provide all company expense receipts to Program Coordinator monthly.
10. Develop and have visible in the residence weekly chores, meal plans and schedules with each student.
11. Collaborate with all staff for student success with community partners.
12. Take part in community presentations and outreach.
13. Provide transportation during your shift if student doesn't have his or her own running vehicle, no bus schedule and is ready to go on time.
14. Adhere to your shift hours and attend scheduled meetings.
15. Handle all emergency situations and report updates to Program Coordinator and Executive Director.
16. Complete documentation required by the Unaccompanied Students Initiative and provide to Supervisor for file keeping.
17. Complete time sheets required by the Unaccompanied Students Initiative and provide to Program Coordinator for payroll by end of day Monday the week of payday.
18. Other responsibilities as assigned.

### Minimum Qualifications

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1. Must have a High School Diploma or GED
2. Valid driver's license and auto insurance

3. Pass background check, central registry
4. Have CPR/First Aid certifications prior to hire or within six months of hire
5. Skilled in presenting, communication, decision making, time management, conflict resolution and adaptability.
6. Additional trainings to complete/have include Crisis Intervention, blood borne pathogens, QPR, crucial conversations, Title IX awareness, and others as assigned.

Signature:

Date: