



POSITION AVAILABLE  
**Supervisor of Residential Services**  
**(Starting Salary: \$50,502.40 - \$63,128.00/year DOE/DOQ)**

**POSITION TITLE:** Supervisor of Residential Services

**FLSA STATUS:** Exempt

**REPORTS TO:** Residential Director

**JOB PURPOSE:** Primary responsibility is supervision of Arlene Engel Home (AEH) and Agency Supported Housing. Oversees day-to-day operations and ensures compliance with all relevant agency, state, and federal guidelines to ensure a health and safe treatment environment for the residents with severe and persistent mental illness.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops a monthly work schedule of Residential Aides that ensures uninterrupted 24-hour coverage, 7 days per week at AEH.
- Coordinates and conducts interviews for hiring of Residential Aide positions.
- Provides and/or coordinates the provision of required training of staff per Washington State Codes; provides ongoing supervision and develops resources for staff as needed (use of technology, training, etc.).
- Writes and maintains policies and procedures to comply with current agency, SBHO, and State guidelines.
- Coordinates development of the Residential Care Plan in collaboration with other providers, and resident and interested family members within the required timeframes.
- Develops and maintains admission criteria standards, facility and house rules, and applicant admission waiting lists for AEH and Supported Housing. Ensures that clients in the 24-hour residential program are in need of the level of care that cannot be served in a less restrictive setting.
- Ensures that evictions in both Housing Programs comply with Landlord/Tenant laws and the Washington Administrative Code Standards.
- Participates in the development and expansion of housing resources for clients, as needed.

- Communicates with Agency Maintenance Department regarding maintenance, cleaning, or repair needs at AEH.
- Responsible for ensuring an adequate inventory of food and menu items are available to meet the provision of nutritious meals provided within the Washington Administrative Code Standards.
- Ensure proper care and safety of residents in such areas as crisis plans, fire drills, hygiene, medications, etc., and ensures proper documentation thereof, in compliance with relevant WAC and Agency policies.
- Maintains updated bed log and monitors the funding status and financial participation of residents.
- Maintains and oversees the use of petty cash and checking account.
- Provides back-up to residential staff by phone or pager, as assigned.
- Ensures client income is accurate and updated annually for residential rental cost agreements.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Performs relevant clinical and administrative tasks according to agency policies.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Ensures that necessary documentation is completed timely, accurately, and within documentation requirements of Agency, State, and Federal Standards.
- Participates in Performance Improvement activities and committees.
- Maintains physical security of confidential materials and assigned Agency property.
- Maintains professional competency through a program of professional development and in-service training.
- Performs other administrative and clinical tasks as assigned.

**PERFORMANCE EXPECTATIONS:**

- Ensures AEH maintains compliance with Agency, State, and Federal requirements.
- Ensures uninterrupted quality care for residents.
- Communicates and coordinates with all Agency staff, residents, and community members in a professional manner.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** Bachelor’s degree in psychology, sociology, or related human services field.

**Experience:** Experience working with individuals with severe and persistent mental illness or experience as a caregiver in a residential care setting and/or supervisory experience managing staff.

**Licensure:** Must be eligible for Agency Affiliated Counselor Registration through the Washington Department of Health.

Additionally, the following are required within 30 days of employment:

- Valid Washington State Food and Beverage Service Worker’s

- Permit.
- Certificates of approved First Aid, CPR, and HIV/Aids training courses.
- Proof of Tuberculin skin test documentation is required within three (3) days of employment.

**Other:** Reliable, insured transportation. Possess and maintain valid driver's license with an acceptable motor vehicle report.

### **PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Experience:** Two (2) to four (4) years of experience in a mental health residential treatment program. One (1) year of supervisory experience. Experience in managing complex scheduling of staff for 24 hours of coverage. Experience working with individuals with disabilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Essential:**

- Must pass a background investigation.
- Will be required to take the following classes, if not already completed: Fundamentals of Care Giving, DD Specialty Training, and Mental Health Specialty Training.
- Must have computer software experience with MS Word and Excel.
- Must be able to type.
- Effective interpersonal skills.
- Ability to identify and resolve problems effectively.
- Ability to communicate effectively orally and in writing.
- Ability to interact in a professional manner of residents, public, and staff.

### **NATURE AND SCOPE:**

#### **Physical Demands:**

- Ability to lift and carry a 35 pound load a distance of 50 feet.
- Able to prepare and coordinate preparation of group meals.

#### **Cognitive Skills:**

- Ability to engage in active problem solving.
- Ability to remain calm in stressful situations.

#### **Working Environment:**

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.

#### **Working Demands:**

- Frequent pressure due to schedule demands and may be required to work unusual or extended hours.
- Contact with residents under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handle emergency or crisis situations.

**Principal Challenges:**

- Coordination of complex schedules.
- Coordination with other clinical departments.
- Ensures compliance with multiple complex regulations.

**Closing Date**

- Open until filled

**To apply, forward resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
Peninsula Behavioral Health  
118 E. 8<sup>th</sup> Street  
Port Angeles, WA 98362  
Or,  
[employment@peninsulabehavioral.org](mailto:employment@peninsulabehavioral.org)  
or apply at [www.peninsulabehavioral.org](http://www.peninsulabehavioral.org)

(Equal Opportunity Employer)

**NOTICE**

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.