



BAKER BROWN, LLC

DRS. FAFA L. BAKER & DERRICK O. BROWN

Job Description-Child Care Supervisor

Qualifications

- At least 21 years of age
- A baccalaureate degree in social work or psychology and two years of professional experience working with children one year of which must have been in a residential facility for children
- A high school diploma or a General Education Development Certificate (G.E.D.) and a minimum of five years professional experience working with children with at least two years in a residential facility for children; or
- A combination of education and experience working with children as approved by the department

Responsibilities

- Development of the daily living program within each childcare unit
- Schedule all student activities including tutoring, doctor appointments, beauty salon visits, tours, movies, etc
- Prepare orientation, training and supervision of direct care workers
- Assist with grocery shopping; plan and prepare meals; assist with clean up after meals.
- Participate in all team meetings
- Communicate with a variety of individuals and groups (e.g. residents, day program staff, supervisor, families, and consultants) in a professional and positive manner
- Monitor petty cash spending
- Observe staff interactions and offer comments or suggestions for improvement; train staff as needed
- Receive, review, process, file and submit a variety of documents and reports accurately and in a timely manner
- Operate a variety of office and other equipment (e.g. copier, telephone, vacuum, food preparation equipment, etc.)
- Performance manage employees

Other Qualifications

- Must possess a valid VA Driver's License; First Aid and CPR Training; Must be certified to administer medication within 90 days of employment.
- Must be COVID-19 vaccinated

Salary

Commensurate with experience

All applicants should submit their resumes to BakerBrownllc@gmail.com. The position is open until filled.