

# Roles & Responsibilities: House Supervisor at Hope Haven

<b>Job Title</b>	House Supervisor Hope Haven	<b>Reports to</b>	Case Manager Hope Haven
<b>Department</b>	Hope Haven	<b>Location</b>	Valley, AL
<b>FLSA</b>	TBD	<b>Supervises</b>	N/A
<b>Position Type</b>	Full-time, live-in	<b>Revision Date</b>	5/20/2026
Recruitment Information			
Job Duties		Minimum Requirements	
<p>The House Supervisor serves as a case aide and reports directly to the Hope Haven Case Manager. The House Supervisor is responsible for monitoring the day-to-day activities of the residents and ensuring that the residents are following the guidelines of participation as outlines by the policies and procedures for Hope Haven. The House Supervisor also oversees the physical care, safety, security, while supporting the daily operations such as completion of chores and limited meal preparation for Hope Haven participants.</p>		<p><b>House Supervisor Requirements:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED</li> </ul> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in similar fields</li> </ul> <p><b>Skills Requirements:</b></p> <ul style="list-style-type: none"> <li>• Computer skills(limited)</li> <li>• Management skills for transitional living daily operations</li> <li>• Communication Skills</li> <li>• Ability to work in a fast-paced environment and juggle multiple priorities</li> <li>• Ability to connect with diverse populations</li> </ul> <p><b>Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Valid Driver’s License and reliable transportation preferred</li> <li>• Self-Motivated Team Player</li> <li>• High ethical standards</li> <li>• Upholds the values of the Circle of Care: the worth of every individual, the importance of family, integrity, accountability, safety, transparency, and partnerships.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Passion for the mission of the Circle of Care and a deep commitment to supporting families and children in the community.</li> </ul>
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**Roles & Responsibilities**

(This job description is not to be all-inclusive. Employees may perform other duties assigned to meet the ongoing needs of the business)

**Position Specific:**

- Work under the direct supervision of the Case Manager at Hope Haven to ensure that services best meet the needs of the Hope Haven community
- Communicates frequently with Case Manager and program staff to ensure seamless service delivery
- Supports all daily operations and programs of Hope Haven.
- Promotes and represents the Center throughout the community

*This document describes the major duties and responsibilities for this job, and is not intended to be a complete list of all tasks and functions. It should be understood, therefore, that employees may be asked to perform job-related duties beyond those explicitly described.*

**Physical Demands and Working Conditions**

**Essential functions:** This position entails normal physical requirements as well as extensive lifting, stooping, bending, carrying, and/or climbing.

Employee Signature:	
Employee Print:	
Date:	