

Job Title: Bridge House Supervisor

Organization: Schuylkill Community Action

Supervisor: Chief Operating Officer

Classification: Full-Time/Non-exempt

Salary: \$25.00/hr

Position Summary

The Bridge House Supervisor is responsible for overseeing the day-to-day operations of the Bridge House Program. The Bridge House Supervisor will work closely with the Chief Operating Officer to ensure operational efficiency and efficacy.

Essential Duties and Responsibilities

a) Program Operations and Facilities Oversight

- Oversee day-to-day operations of the Bridge House program to ensure compliance with agency standards, funder requirements, and applicable regulations.
- Manage program budgeting, reporting, and documentation in coordination with leadership.
- Maintain the safety, security, and condition of the Bridge House facility, ensuring adherence to policies and procedures.
- Monitor program occupancy, manage the waiting list, and present referrals to the Screening Committee.
- Coordinate resident intake, eligibility screening, and assessments.
- Enforce program rules and expectations to support a structured and safe living environment.
- Conduct required monitoring activities, including random drug and alcohol screenings, in accordance with program policy.
- Participate in rotating on-call coverage to respond to after-hours program needs.
- Support long-term program sustainability through planning, evaluation, and resource development efforts.

b) Staff Leadership and Development

- Supervise Bridge House staff, providing coaching, guidance, and performance feedback.
- Support staff training, onboarding, and professional development.

- Ensure appropriate staffing coverage and promote a collaborative, accountable team culture.

c) Community Engagement and Partnership

- Maintain positive working relationships with community partners, referral sources, and local organizations.
- Promote program awareness and collaboration to strengthen referral pathways and service coordination.
- Support program revenue development by assisting with grant application development, cultivating support from community partners, and advancing public awareness initiatives to promote the program.

Qualifications

- Bachelor’s degree in social services, human services, or a related field required.
- Experience supervising staff and managing housing, transitional living, or programs serving low-income populations preferred.
- Strong leadership, organizational, and problem-solving skills.
- Ability to manage operations, enforce policies, and maintain program compliance.
- Effective written and verbal communication skills.
- Ability to work independently while managing multiple priorities.
- Commitment to serving vulnerable populations with professionalism and respect.

Work Schedule and Locations

- Primary work location is an office setting at the Bridge House facility.
- Standard work schedule is Monday through Friday, 8:00 a.m. to 4:00 p.m.
- Position requires participation in a rotating on-call schedule, including evenings, weekends, and holidays, to respond to program or facility needs.
- Occasional schedule flexibility may be required to support program operations and resident safety.

Additional Expectations

This job description is intended to describe the general nature and responsibilities of the role and is not an exhaustive list of duties. The Bridge House Supervisor may be assigned additional responsibilities by the Chief Operating Officer, or Chief Executive Officer to support agency operations and program goals. Job performance will be evaluated in part on the responsibilities outlined above. SCA reserves the right to revise this description as needed.

Signature

Date