



### Job Description

Senior Resident Advisor: Full time evening hours (35 hrs/week) Expectation of flexible schedule including some mornings, and weekends according to program need

Reports directly to: Program Coordinator

Primary responsibility: Supervise Resident Advisors and oversee facility and service delivery to homeless women and children working toward increased self-sufficiency and the obtaining and maintaining of permanent housing. Provide case management to assist clients with educational/vocational goals.

#### Principal Duties:

- ❖ Provide case management to adult women to assist them with setting client centered vocational and/or educational goals
- ❖ Supervise Resident Advisors
- ❖ Facilitate and recruit guest speakers for weekly house meeting with a focus on increasing independent living skills.
- ❖ Provide informal independent living skills teaching, role modeling, and coaching
- ❖ Oversee the overall maintenance and upkeep of the facility, including residents housekeeping responsibilities
- ❖ Maintain security of the residence and residents ensuring adherence to agency policy and procedure
- ❖ Facilitate emergency assistance as needed in compliance with agency policy and procedure
- ❖ Ensure effective verbal and written communication of necessary information to appropriate staff members per agency policies and procedures
- ❖ Provide orientation to new residents assigned
- ❖ Share On-call responsibilities & assist with residence coverage in crisis/emergency situations
- ❖ Maintain all assigned paperwork per agency policy and procedure including case files, Daily Log, Emergency and Resident Advisor binders.
- ❖ Facilitate community support through adherence to the agency's donation policy and procedure
- ❖ Maintain confidentiality as appropriate
- ❖ Assist with child care as assigned
- ❖ Represent the agency, program and client population in a professional manner in the community
- ❖ Ensure continued professional development through supervision, staff meetings, and trainings
- ❖ Assist with specific projects and events as assigned

#### Dimensions:

- ❖ Associates degree and/or comparable work experience. Supervision and case management experience required. Work experience in a not for profit organization preferred. Demonstrated ability to work with people of diverse backgrounds. Valid N.Y.S. Driver's License, N.Y.S. Child Abuse Registry clearance. Physical capacity to lift up to 40 lbs.