



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: Facilitate weekly workgroups, supervise Resident Advisors and oversee upkeep of facility that provides supportive housing to homeless women and their children working toward increased self-sufficiency.

Principal Duties:

- ❖ Facilitate weekly workgroup (HEAL Together Program) with a focus on increasing independent living skills.
- ❖ Recruit guest speakers to provide informal independent living skills teaching, role modeling, and coaching
- ❖ Supervise Resident Advisors
- ❖ 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:

- ❖ Bachelor's degree preferred but Associate's degree required with experience working with vulnerable adults or an equivalent combination of experience and education.
- ❖ Demonstrated ability to work with people of diverse backgrounds.
- ❖ People who have been impacted by the homeless system or are formerly homeless are strongly encouraged to apply. Fluency in both English and Spanish is a plus.
- ❖ Valid N.Y.S. Driver's License, N.Y.S. Child Abuse Registry clearance. Physical capacity to lift up to 40 lbs.