

## Position Description

**Title:** Residential Advisor - Residential, Safe Place and Transitional Living Programs

**Department:** Children & Family Division

**FLSA Status:** Non- Exempt – Part Time

**Reports to:** Director of Residential Programs



**Position Description:** Under the direction of the Director of Residential Programs and the Executive Director, this position provides overnight (10pm-6am) direct care, supervision, and support to the youth residing at Children’s Village.

**Relationships and Collaborations to be maintained:** DFCS, OPM, RCCL, CARF, Together Georgia, Ministering House Parents, Human Services Professionals, foster and adoptive parents,

### General scope of responsibilities

#### **Youth-Centered Activities:**

1. Become familiar with agency and Children’s Village (CV) program policies and procedures and implement them in a consistent, firm, and fair manner, adhering to the guidelines of the agency’s stated purpose, mission, licensing regulations, and the law at all times, including those regarding youth confidentiality.
2. Supervise youth regarding Children’s Village routines (schedule, chores, laundry, phone use, meal preparation, etc.) to ensure that all understand procedures and expectation and that the Children’s Village remains a safe, healthy, and positive environment. Actively engage with youth around these issues to provide hands-on independent living skills training.
3. Welcome new residents to the cottage by helping them get settled, orienting them to cottage rules, procedures, and routines, and introducing them to other residents.
4. Respond to callers seeking service from our 24-hour crisis line by carefully assessing their needs and providing appropriate information and/or referrals or following through with initial contact procedures for those who may be eligible for services through Children’s Village program.
5. Following written procedures, respond appropriately to youth’s medical needs including distributing medications, seeing that needed medical treatment and/or advice is sought and facilitating access to emergency care.
6. Assist youth with transportation needs by issuing bus fare or authorizing cab rides according to written procedures. Transport and/or accompany residents in an agency or personal vehicle when needed.
7. Carry out disciplinary measures with youth as needed according to policies and program procedures.

#### **Administration Activities:**

1. Take responsibility for a portion of Children’s Village operations as assigned. This may include inventory of supplies, activities, entering data, and filing documents, etc.

**Documentation:**

1. Thoroughly complete all forms associated with intake and discharges including paperwork for the youth's file, admission/discharge log etc.
2. Complete shift documentation daily including shift checklists, log notes, restrictions, crisis contacts and medical and service record log entries.
3. Data entry as assigned.

**Intra-Inter Agency Relations:**

1. Participate actively and constructively as a member of the CV staff, especially in all-agency, Children's Village meetings, and in problem-solving between staff members.
2. Meet weekly with caseworkers for assigned youth to discuss issues and progress.
3. Work collaboratively with all casework staff and coordinators to ensure that youth's needs are met and to enable them to make progress toward their goals.
4. Always represent CV in a professional and positive manner.

**Supervision Given/Received:**

1. Participate actively in individual supervision with the Children's Village Program Director.

***Other Duties as Assigned*****Education and/or Experience**

1. Two years of college, or equivalent training/experience preferred.
2. Experience working with adolescents or young adults.

**General Qualifications:**

1. Sufficient level of maturity and personal stability to be capable of handling crisis situations effectively.
2. Good communication skills, both verbal and written.
3. Flexibility, reliability, stability, and consistency in job performance.
4. Willingness to maintain a flexible schedule.
5. Meet all licensing requirements: TB test, DHS clearance, background check, etc
6. Valid Georgia Driver's license, excellent driving record and access to personal vehicle.
7. Spanish speaking a plus.

**Physical Demands & Requirements:**

Regularly required to talk and hear; stand, walk, sit, use hand to finger, handle or feel objects, tools or controls and reach with hands and arms. Employee must be able to frequently lift or move up to 20 lbs.

**How to Apply:**

Email cover letter and resume to Samantha Bolling, Director of Residential Programs, at [sbolling@christiancity.org](mailto:sbolling@christiancity.org).