



Christian City's mission is to extend Christ's call to love our neighbors through housing, health care, crisis intervention and building community for children, youth, families, and senior adults.

Christian City was born of a need to find homes for children without one. Its first cottage for vulnerable and abandoned children opened on 50-acres of donated land in 1965. Affordable retirement homes were soon added, followed by skilled nursing and rehab center in 1978, and assisted living in 1986. Our campus has grown to 500-acres. More than 1,000 residents - children, youth, and senior adults – now call it home. Today our work includes five different children and family programs, programs for neuro-diverse adults, a robust menu of senior activities and services, and a thrift store. We partner with three first class organizations to deliver some of our services: National Church Residences, PruittHealth, and Two Sparrows Village. As we always have, we offer life-changing hope and a loving community for those we serve.

Visit ChristianCity.org to learn more about our work.

Position Title: Residential Advisor for Children's Village, Safe Place, and Thrive Transitional Living Programs.

Multiple positions available on all shifts.

Position Description: Under the direction of the Director of Residential Programs and the Executive Director, this position provides direct care, supervision, and support to the youth residing at Christian City.

General scope of responsibilities

Youth-Centered Activities:

1. Become familiar with program policies and procedures and implement them in a consistent, firm, and fair manner, adhering to the guidelines of the program's stated purpose, mission, licensing regulations, and the law at all times, including those regarding youth confidentiality.
2. Supervise youth regarding THRIVE routines (schedule, chores, laundry, phone use, meal preparation, etc.) to ensure that all understand procedures and expectation and that the THRIVE remains a safe, healthy, and positive environment. Actively engage with youth around these issues to provide hands-on independent living skills training.
3. Conduct house meetings, activities and educational forums as assigned. Facilitate informal group activities and problem solving among youth as needed.
4. 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.
5. 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 the Thrive program.
6. 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.

7. 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.
8. Carry out disciplinary measures with youth as needed according to policies and program procedures.

Administration Activities:

1. Take responsibility for a portion of THRIVE operations 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 Department Relations:

1. Participate actively and constructively as a member of the CV staff, especially in all-agency, Thrive 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 Thrive Program Manager.
2. Directly supervise, or delegate supervision of all program volunteers including initial and ongoing training, providing support and resource information as needed.
3. 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, but required.

FLSA Status: Exempt

Reports to: Director of Residential Services
Salary Grade: \$17 per hour

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.