



Christian City Position Description

Christian City is celebrating its 60th year of providing Life-changing Hope, through Faith, Community and Care to children and senior adults. It is an organization that enjoys a rich tradition while continuing to evolve and effectively meet the needs of children and senior adults on an idyllic 500-acre campus just south of downtown Atlanta. Children who are victims of abuse, crime and poverty are provided the foundation they need in a safe and loving home environment on campus or by placement in a foster or adoptive home. Runaway and homeless youth are rescued through the “Safe Place” program and are also nurtured and supported in a residential environment. We serve our senior adults with a full continuum of residential and support services, including nursing home and hospice care.

Position Title: Residential Advisor, Residential, Safe Place and THRIVE Transitional Living

Department: Children & Family Programs

FLSA Status: Exempt

Reports to: Residential Program Manager: Children's Village and Safe Place

Salary Grade: \$18 per hour

Position Description: Under the direction of the Residential Program Manager and the Executive Director, this position provides 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, foster and adoptive parents,

General scope of responsibilities

Youth-Centered Activities:

- Become familiar with agency and Children and Family 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.
- Supervise youth regarding program routines (schedule, chores, laundry, phone use, meal preparation, etc.) to ensure that all understand procedures and expectation and that the Children's & Family program campus remains a safe, healthy, and positive environment. Actively engage with youth around these issues to provide hands-on independent living skills training.
- Conduct house meetings, activities and educational forums as assigned. Facilitate informal group activities and problem solving among youth as needed.
- 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.
- 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.
- 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.
- 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.
- Carry out disciplinary measures with youth as needed according to policies and program procedures.

Administration Activities:

- Take responsibility for a portion of THRIVE operations assigned. This may include inventory of supplies, activities, entering data, and filing documents, etc.

Documentation:

- Thoroughly complete all forms associated with intake and discharges including paperwork for the youth's file, admission/discharge log etc.

- Complete shift documentation daily including shift checklists, log notes, restrictions, crisis contacts and medical and service record log entries.
- Data entry as assigned.

Intra-Inter Agency Relations:

- 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.
- Meet weekly with caseworkers for assigned youth to discuss issues and progress.
- 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.
- Always represent CV in a professional and positive manner.

Supervision Given/Received:

- Participate actively in individual supervision with the Thrive Program Manager.
- Directly supervise, or delegate supervision of all program volunteers including initial and ongoing training, providing support and resource information as needed.
- Other Duties as Assigned

Education and/or Experience

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

General Qualifications:

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

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.