



POSITION DESCRIPTION
Residential Advisor

SUMMARY:

The Residential Advisor is committed to serving those in need. They are responsible for providing Case Management services to NBM residential programs. The hours for this positions are: Monday 10am-6pm; Tuesday- Friday 9am-5pm; with a mandatory one Saturday a month shift, hours TBD with Supervisor.

ACCOUNTABILITY:

The Residential Advisor reports to the Director of Residential Services or the Assistant Executive Director in his/her absence.

SPECIFIC RESPONSIBILITIES:

The Residential Advisor will:

Resident Oversight

1. Pull residents from BNL Listing/ attend BNL meetings
2. Complete intake and assessment of all persons applying for SRO Housing Units
3. Maintain an SRO waiting list, in coordination with Housing Advocates
4. Document clients contact within database(s) in a timely manner (48hrs); HMIS & New Org
5. Complete Tic forms for SRO residents upon entry, yearly and at exit of program
6. Develop client tracks (individualized goal plans)/Complete housing and employment searches
7. Meet with residents as needed to encourage, assist, and evaluate their efforts to address identified problems
8. Hold monthly resident meetings
9. Attempt to resolve issues that arise with residents
10. Assure rents are paid and provided to Controller; Follow up with Aged Receivables
11. Handle room inspections; (with 24hr notice)
12. Prepare reports for funding sources and government agencies as needed/requested
13. Complete SOAR training (due within 60 days of hire)
14. Attend Community meetings and trainings as needed
15. Be available for on call coverage evenings and weekends, as needed; and
16. Perform all other duties as assigned by his/her Supervisor

QUALIFICATIONS:

1. Associate degree in human services, social work, psychology, public health, or a related field is preferred and/or minimum of five years' experience in social services field.
2. Employee must be of good moral character and must be able to perform his/her primary responsibilities with skill and safely.
3. Must have driver's license and good driving record.
4. Employee may not have an Indicated or Founded Child Abuse Offense.

GENERAL:

This is a full-time non-exempt employee of New Bethany, Inc. and as such is covered by the applicable portions of the personnel Policy. The position begins at \$18 per hour. New Bethany takes pride in offering safe and welcoming space to all persons who seek assistance.

Employee Signature

Date

Supervisor Signature

Date