

**PRN Residential Advocate**

|  |  |
| --- | --- |
| **Position reports directly to:****Positions reporting directly to this position:** | Director of Residential ServicesAssistant Residential DirectorsInterns and Volunteers |
| **Primary location:** | Residential Campus, specifically Shelter |
| **Schedule and Overtime eligibility status:** | Flexible schedule up to FT as assigned including late evening, overnight and weekend shifts; Overtime eligible |
| **Starting pay rate:** | $15/hour |

**Recommended Qualifications and Skills**

Experience in social services or residential care settings. Crisis de-escalation or conflict resolution skills along with professional level communication, critical thinking, and basic customer service. Consistency with timely communication about schedule availability. Competency in computer usage, date entry and multi-line phone system management. At least one weekend shift per month will be required along with late evening shifts (after 5pm). Must be able to pass a level 2 background screening to be considered and provide a valid driver’s license with a safe driving record.

Physical Requirements

Ability to:

* Move about the Outreach and Residential properties
* Help maintain and monitor residential campus facilities
* Drive agency vehicles to transport participants and other business related tasks
* Sit at a desk or work station for up to 6 hours
* Participate in light lifting, cleaning/sanitizing and maintenance
* Operate (including basic troubleshooting) computers, printers and other agency technology

Principal Job Duties

1. Provide shelter coverage, including security system monitoring, conducting routine safety checks, addressing communal living agreement issues and implementing other safety measures as identified in shelter policies.
2. Provide direct shelter services, including but not limited to admitting and exiting residents, answering the helpline, and providing appropriate crisis counseling.
3. Provide critical services such as completing shelter intakes, safety planning, providing advocacy, basic needs assessments and community referrals.
4. Maintain resident records (electronic and paper) and other documentation as required or assigned.
5. Monitor and assist with maintaining safe facility operations by ensuring cleanliness, safe and operational equipment/furnishings, and equitable access and availability of essential supplies.
6. Provide resident transportation in the agency vehicles.

Secondary Job Duties

1. Facilitate resident meetings as assigned/needed.
2. Complete timely maintenance requests, help maintain shelter/resident supplies and report inventory needs to Assistant Residential Director(s), Maintenance staff and/or the Director of Residential Services.
3. Attend and/or facilitate staff meetings and trainings as designated.
4. Assist Assistant Residential Director(s) and Director of Residential Services as needed.

Please submit cover letter and resume to Sabriena Williams at sabrienaw@peacefulpaths.org for consideration.