

Autumn West Safe Haven
-A program of Community Advocates-

Title	Autumn West Pool Resident Manager
Position Type	Part-Time; with variable hours
Supervisor	Autumn West Safe Haven Program Manager
Last Revised	January 2019
Application Deadline	Accepting applications on an ongoing basis
Compensation	\$12.50/Hr.

OVERALL OBJECTIVE: To provide a recovery-oriented, supportive environment for homeless individuals experiencing mental health/co-occurring challenges and to assist with the residents' transition into successful permanent housing.

Key Responsibilities:

1. To be available on short notice or as scheduled to fulfil the Resident Manager role. Whereas schedules are made monthly by the Program Manager, this position will require an on-call availability to fill in vacate shifts as necessary. There are no guaranteed hours. Autumn West operates as a 24/7 facility, 7 days a week.
2. Reports any changes in consumer behavior and functioning and other pertinent information to the Lead Resident Manager.
3. Monitors client activities and the facility environment; helps to create a safe and therapeutic environment for consumers; follows established safe practices; protects consumers from personal injury; follows safety protocols, and calls for assistance as required
4. Intervenes as necessary to prevent harmful behavior and de-escalate clients; monitors consumers physical and emotional stability
5. Keeps a daily log of the state of the Safe Haven and disburses meals accordingly.
5. Responsible for general housekeeping of the Safe Haven common areas, including bathrooms, hallways, kitchen and multi-purpose room.
6. Records and relays resident concerns to appropriate staff.
7. Works independently and monitors security cameras and resident entry/exits.
8. Collaborates with care coordinator to provide guidance to consumers regarding daily living skills, including hygiene, room cleaning, laundry, interpersonal relationships and job related activities.
9. Participates in team meetings.
10. Demonstrates flexibility and adaptability in response to unexpected or unusual demands in maintaining the smooth operation of the Safe Haven.

Knowledge and Skills Required:

- Ability to work in a diverse setting and provide culturally competent services.
- Ability to communicate effectively, verbally and in writing. Interpersonal skills necessary in order to interact with consumers, volunteers, visitors and staff.
- Ability to maintain confidentiality related to patient care.

Education/Experience Requirements:

- High school diploma or equivalent
- 2-3 years of experience working with the homeless, those with mental illness, or other special needs populations
- Additional education may substitute for some experience.
- *Required:* Availability to work overnight, day and evening shifts as needed – *including 3rd shift*
- *Required:* Work at least 1 shift every 2 months
- Preferred: Minimal other outside commitments.

Apply by email to: jobs@communityadvocates.net
Or by mail to: Community Advocates
3410 W. Lisbon Ave. Milwaukee WI 53208