

**POSITION TITLE:** Autumn West Safe Haven 3<sup>rd</sup> Shift Resident Manager (P/T)

**HOURS:** Every other weekend, Saturday and Sunday from 11:00 pm - 7:00 am

**POSITION SUMMARY:** Under the direction of the Autumn West Safe Haven Program Manager, the Resident Manager oversees routine operations of the Safe Haven. This position provides consumer support in a 24/7 residential environment for homeless individuals experiencing mental health/co-occurring challenges.

**KEY RESPONSIBILITIES:**

1. Provide consistent and reliable coverage for assigned shifts in a primarily unsupervised environment.
2. Attend to general housekeeping needs of common areas, kitchen, bathroom and office areas.
3. Monitor the Safe Haven to help create a safe and therapeutic environment for consumers
4. Conduct rounds throughout the entire building to ensure consumers safety.
5. Perform general administrative functions such as noting within the communication log, answering the phone and responding to in-person inquiries in a professional manner.
6. Report any changes in consumer behaviors, functioning, and other pertinent information to the Program Manager and Care Coordinator.
7. Provides crisis intervention as needed, including determining when it is necessary to involve other staff, administration or emergency personnel.
8. Work independently and monitor security cameras and resident entry/exits.
9. Maintain written and oral communication of incidents in accordance with Safe Haven policies.
10. Demonstrate flexibility and adaptability in response to unexpected or unusual consumer demands.
11. Attend staff meetings and participate in monthly Resident Manager Meetings.
12. Other duties as assigned by the Autumn West Safe Haven Program Manager

**QUALIFICATIONS:**

1. Minimum High School Diploma or GED required.
2. Understanding and sensitivity to matters relating to homelessness, mental illness and alcohol/drug abuse.
3. The ability to interact comfortably and persuasively with diverse resident, staff and volunteers.
4. The ability to establish and maintain professional boundaries when working with residents.
5. The ability to assess emergency situations and respond effectively.
6. Effective verbal and written communication skills.
7. Basic computer experience (Microsoft Office, Excel spreadsheets, etc) is highly desirable.
8. The ability to maintain confidentiality related to consumers care.

**COMPENSATION:** \$14.00 per hour

**BENEFITS:** This part-time position is eligible for paid time off and participation in the company 401k plan.

**HOW TO APPLY:** Submit resume and cover letter to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) by Friday, 01/24/20.