



## Job Title: Transitional Housing Residential Advisor

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### DESCRIPTION

Rancho Cielo operates Transitional Housing for young men and women aged 18-24 who are homeless or unsafe in their own neighborhood. The Transitional Housing Village consists of 5 homes, each with 3 bedrooms/2 bathrooms and a capacity of 4-6 young men/women per house. The village capacity is 22 residents. Male and Female residents live in houses separate from each other. Individual homes are not co-ed.

Residential Advisors are involved in Resident Community meetings, will facilitate peaceful resolution to typical residential disputes, ensure residents maintain curfew and their morning and weekly chores, and monitor the work schedules of the residents.

It's critical that the candidate be committed to the mission of Rancho Cielo and the success of our participants. He/she must have an appreciation for the challenges that they face. This person is the primary point of contact during scheduled hours for the participants in the Transitional Housing Program.

### SUPERVISION RECEIVED AND EXERCISED

The Residential Advisor reports to the Transitional Housing Director and is responsible for the supervision of the residents in the Village.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Maintain strict schedule of weekly house/village meetings. Facilitate meetings constructively, role modeling professional behavior for the residents.
- Holding the residents accountable, along with their peer group, to the behavioral agreements and commitments made.
- Hold residents accountable for the completion of their chores.
- Attend to residents' needs on shift if urgent.
- Monitor work schedules of residents – the residents will be accountable to inform the Residential Advisor of changes to their schedule and the Residential Advisor is responsible for updating the Outlook Calendar.
- Teach life skills to residents, including grocery shopping/nutrition, chores/cleaning/maintenance, manners/professional interaction skills.
- Maintains a friendly, professional relationship with all staff and all participants in Rancho Cielo programs.
- Behaves as a role model for the youth on campus.
- Work closely with the Case Manager to support the residents in their Individual Success Plans and life skill development.
- Must be able to facilitate or / enforce the residential handbook.
- Ability to practice time management between daily cleaning tasks and Documenting shift.

### CONDITIONS

- Required to attend one-hour weekly staff meeting.
- Driving Residents to Work/Necessary appointments.

## **STANDARDS**

### **Knowledge of:**

- Social work, psychological counseling
- Conflict resolution
- Barriers facing the youth served by Rancho Cielo
- Meeting facilitation
- Professional etiquette, the manners of professional business environment
- Experience with housing programs and tenant issues
- Life skills required for self-sufficiency – how to turn grocery shopping into a life lesson

### **Ability to:**

- Be cheerful under all circumstances
- Enforce rules in a reasonable, respectful manner
- Operate in and nurture a drama-free environment
- Facilitate conflict resolution with words
- Understand when it is appropriate to call 911 for the safety of all
- Learn, interpret, and apply policies and procedures
- Understand and follow oral and written instructions
- Maintain strict confidentiality of information
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

### **Training and experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduate studies in Social Work or Psychological Counseling; Case management experience in a program with similar population.

### **Possession of:**

- A valid and appropriate California Driver's license, including a safe driving record. Class B license a plus.
- Bilingual skills English/Spanish desired. (It is likely that all residents will be English-speaking, but often their families will speak Spanish only.)
- First Aid / CPR certification a plus on hiring but required within probation period as well as other required trainings.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be in good physical condition, as evidenced by ability to hike around campus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate.
- At times employee may walk around the property for special projects. These tasks will be outdoors, exposed to the elements and walking on uneven ground.

**EMPLOYMENT CLASSIFICATION:** Hourly pay, non-exempt, part-time (8-15 hours per week).

**COMPENSATION:** Starting hourly pay is \$15 per hour.