



JOB TITLE

ON-CALL/RELIEF RESIDENT COORDINATOR – BRANDY MOORE HOUSE

GENERAL SUMMARY

Under supervision of the HIV Prevention and Client Care Program Manager (“Program Manager”), the On-call/Relief Resident Coordinator (“Coordinator”) assists in the overall day-to-day activities of providing a safe, sober/drug-free, supportive environment for residents Brandy Moore House. The position will have responsibility for the functional operation of the facility, including enforcing policies and procedures of the facility and overall program. In addition, the Coordinator will monitor cleanliness and upkeep of the property, write inspection or incident reports as required, and perform additional duties as assigned by the Program Manager.

ESSENTIAL DUTIES

- Assist with the orientation of new tenants regarding house rules and regulations.
- Maintain professional and support rapport with residents and general community.
- Contribute to a positive, supportive, healthy and safe environment for clients.
- Assist residents with coping, problem solving, and conflicts per guidelines established in the program participant handbook and general community agreements.
- Communicate important information and observations with regard to residents to Case Manager and/or Program Manager in a timely manner.
- Follow program protocols for crisis intervention during assigned shift.
- Complete inspection reports or incident reports for unusual situations or incidents.
- Conduct frequent house inspections throughout shift, reporting all accidents, injuries or property damage immediately to Program Manager.
- Maintain detailed daily log entries.
- Follow all agency rules and regulations as set forth in the program policies and procedures manual.
- Maintain emergency numbers and contracts available at all times, per program emergency procedures.
- Document and report any maintenance service needs to the Program Manager
- Provide emergency or on-call coverage as needed.
- Be available to attend scheduled meetings and trainings as required.
- Perform additional and miscellaneous job-related duties as directed by the Program Manager or Director of Programs in support of the mission, goals, and objectives of the agency.

PREFERRED QUALIFICATIONS

- Associate’s Degree or at least 2-3 years of experience that is directly related to the duties and responsibilities specified.
- Minimum of two years experience in a residential setting.
- Experience in crisis intervention, substance abuse, and HIV/AIDS is a plus.
- Comprehension of client population, their needs, problems, capabilities, and limitations.
- Ability to follow necessary policies and procedures, carry out instructions and work independently.
- Excellent verbal and written communication skills.

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