



2nd Shift Resident Advisor Position

Family Services, has an opening for a Resident Advisor. The Agency is a non-profit organization based in Winston Salem, NC devoted to promoting the school readiness of children, the well-being of adults and families, and the safety of those impacted by domestic violence and sexual assault.

Position Summary: Ensures that victims reside in a harmonious and supportive environment that promotes their healing and safety.

Major Accountabilities:

- Manages shelter facility and assists in meeting the immediate needs of the residents, including the handling of emergencies in the absence of day staff
- Provides crisis intervention services and assists in the recovery process of victims by screening and assessing requests for services
- Maintains an inventory of food supplies and maintenance needs
- Assures quality service by being knowledgeable of and enforcing rules, regulations, legal requirements and community resources
- Maintains necessary records for programming and accountability
- Plans and facilitates new resident orientation sessions
- Assists with the upkeep and cleanliness of the facility, including the sorting of donations
- Promotes positive morale by explanation and interpretation of the Agency goals, personnel policies and procedures to all program staff members
- Develops and maintains harmonious working relationships with external partners through amenable and cooperative contracts
- Promotes a positive image of the Agency by ensuring an understanding of program services available, publicizing activities/accomplishments and abiding by a professional code of ethics
- Provides back-up coverage for crisis calls at night and on weekends as needed
- Performs other duties as assigned

Position Qualifications:

Required

- High School Diploma or GED
- Minimum of one year experience in human services
- Demonstrated crisis intervention skills and domestic violence and sexual assault and an understanding and acceptance of regional psychosocial, cultural, religious and economic differences
- Must be available to work hours necessary to accomplish the job
- Valid driver's license and ability to travel between various Agency sites and community resources as well as to local, regional and national professional conference

Preferred

- College Experience
- Bi-Lingual (Spanish)