**DREAM CENTERS JOB DESCRIPTION**

**Position Title: Mary’s Home Resident Advisor**

**Accountable To: Mary’s Home Program Director**

**Status: Part-time Hourly**

**Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women’s Clinic and Mary’s Home. Mary’s Home is a faith-based supportive housing program that provides single mother families with the opportunity to gain supportive relationships, holistic health, life skills, economic self-sufficiency and community resources, to be able to exit homelessness permanently.

**Job Overview**

The Residential Advisor provides daily operations support to the Mary’s Home staff, families and volunteers within a trauma-informed relational context. Daily operations duties include property upkeep, morning and afternoon childcare transportation, evening and weekend emergency family support, holiday and special events family support and other basic operational duties as assigned.

**Key Responsibilities**

1. Understand and uphold the Mary’s Home values of safety, teachability, empathy, dependability and generosity, and the principles associated with these values, in community relationships and in the communication and implementation of program operations, procedures, and guidelines.
2. Establish and build trauma-informed relationships with staff, volunteers, mothers and children to foster staff teamwork, to empower volunteer services, to encourage family agency, and to nurture a healthy and peaceful environment.
3. Assure the general safety, cleanliness and order of the buildings and grounds on a daily basis.
4. Assure the general safety, cleanliness, maintenance, and documentation of the Mary’s Home staff vehicles used for family transportation on a daily basis.
5. Provide safe and timely vehicle loading and unloading, safe use of childcare seats, use of seat belts, adherence of transportation rules, and safe driving when providing family transportation.
6. Respond to family emergency needs in a timely and trauma-informed manner by following operations procedures and protocols, and informing other staff as appropriate.
7. Be alert to safety issues on-site and in the surrounding areas and address any safety issues in a timely and trauma-informed manner, with staff and professional emergency assistance as required.
8. Provide family support and intentionally build relationships with the families.
9. Assure timely, neat and accurate documentation and communication with staff of daily operations and on-call operations according to operations procedures and protocols.
10. As the daily operations schedule allows, participate in Mary’s Home staff meetings, weekly Community Review Meetings, weekly one-on-one meetings with Program Director, monthly Dream Centers meetings, event planning meetings, and select community organization meetings.
11. Uphold Christian leadership principles and Kingdom ethics in both personal and professional life, including nurturing a personal relationship with Jesus Christ, practicing spiritual disciplines and self-care, caring for family members well, and maintaining relationships and tithing in a church.
12. Work with the Program Director by performing any other duties when requested.

**Requirements and Qualifications**

* Personal relationship with Jesus Christ and active member of a local church.
* High school education required, undergraduate degree in related field preferred.
* Strong relational capacity, emotional maturity, ability to confront, resiliency, optimism, and love for young adult mothers and children experiencing homelessness required.
* Experience in Christian discipleship, leadership, community living and social work preferred.
* Other Required Skills: Proficient in office management software, management reporting tools.
* Required to live in one-bedroom apartment on-site for a one-year commitment.
* Grantor requirement through 2030: If single, required to have total annual income under $43,550, if married couple, required to have total annual income under $49,750.

**Working Conditions**

* Resident Advisor works up to 25 hours weekly during weekdays, evenings and weekends.
* A rotating schedule will be created between both Resident Advisors.
* Resident Advisors work together to cover holidays in order to support families.
* Travel requirements include an ability to travel locally with families.
* Work environment is standard office, occasional home office and residential settings.
* Physical demands include some lifting or exertion (See attached Physical Demands List).

**Job-Status**

* Hourly. Part-time, single female, 25 hours weekly during weekdays, evenings and weekends.
* One-year term.
* Benefits include housing, utilities and parking.

*This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job.  It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.*

**Physical Requirements:**

I affirm the Dream Centers Statement of Faith as provided in the Dream Centers Staff Handbook.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_