



**DREAM CENTERS**  
11025 Voyager Parkway  
Colorado Springs, CO 80921  
719.247.2007

## DREAM CENTERS MARY'S HOME JOB DESCRIPTION

### **Resident Advisor Paid Internship – One Year**

#### **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 Resident Advisors work as a team to provide onsite emotional support, servant-hearted leadership and ministry-minded relationship building within the community of Mary's Home. Daily operational duties include support to the residents, staff collaboration, and volunteer care within a trauma-informed relational context, evening and weekend emergency care, holiday and special events participation, and other basic operational duties as assigned. The Resident Advisor team report to a lead Family Advocate and work closely together to provide for the well-being of the Mary's Home residents and community.

#### **Key Responsibilities**

1. Uphold the Mary's Home values of safety, teachability, connectedness, accountability and self-assessment. Live out the principles associated with these values in building community, open communication, and thorough implementation of program operations, procedures, and guidelines.
2. Commit to ministry minded serving by living in community, proactively building relationships, fostering staff teamwork, and engaging in professional and personal growth.
3. Maintain a trauma-informed environment for the residents in order to encourage individual agency and nurture a healthy and peaceful community.
4. Collaborate with the Family Advocates in order to best serve the well-being of the residents and community through authentic partnership, excellent communication and regular touch bases.
5. Assure timely, neat and accurate documentation and communication with staff of daily operations and on-call operations according to operations procedures and protocols.
6. Participate in Mary's Home staff meetings, weekly Community Review Meetings, weekly one-on-one meetings, monthly Dream Centers all staff meetings and annual retreat, events and select community organization meetings.
7. Participate in regular training and professional development in order to grow professionally and personally during internship. Communicate with staff any additional needed support and training.



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8. Assure the general safety, cleanliness and order of the community on a daily basis.
9. Be alert to safety issues onsite and in the surrounding areas, addressing safety issues in a timely and trauma-informed manner with staff and professional emergency assistance as required. Notifying the Program Director of any safety or security issues that our Property Manager needs to address in a timely manner.
10. Respond to family emergency needs in a timely and trauma-informed manner by following operations procedures and informing other staff as appropriate.
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, attending a local church, and intentional self-care.

### **Requirements and Qualifications**

- Personal relationship with Jesus Christ and actively practicing spiritual disciplines.
- High school education required, undergraduate degree in related field preferred.
- Strong relational capacity, emotional maturity, ability to coach, ability to confront with gentleness, resiliency, optimism, and love for mothers and children experiencing homelessness.
- Experience in Christian discipleship, leadership, community living, and social work preferred.
- Proficient in office management software and some case management reporting systems.
- Required to live in a one-bedroom apartment on-site for a one-year commitment.

### **Working Conditions**

- Resident Advisor typically 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**

- Paid internship for single female, approximately 25 hours weekly during weekdays, evenings and weekends.
- One-year term.
- Benefits include housing, utilities, parking and weekly stipend of \$1350/month.

*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.*



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**Physical Requirements:**

<b>Working Environment</b>	<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing		X	
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements			X
<b>Office Machines</b>			
Telephone			X
Facsimile (Fax)			X
Calculator		X	
Computer/Mouse/Printer			X
Copier			X
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items:</b>			
Lifting/Lowering		X	
Pushing	X		
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying			X
<b>Other Requirements:</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X

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

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

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