



Job Title: PRN Resident Adviser
Department: Therapeutic Communities – Hope House, Maya’s Place, The Pavilions
Supervisor: Director of Therapeutic Services
Locations: Hope House – 720 Vassar Dr NE, Albuquerque, NM 87106
Maya’s Place – 600 Paisano St NE, Albuquerque, NM 87123
The Pavilions – 735 Don Pasqual Rd NW, Los Lunas, NM 87031
Pay Rate: \$10/hour; not eligible for benefits, paid time-off or sick leave
FTE Status: PRN Part-Time Non-Exempt (must be available to work 2 shifts [approx. 30 hours] per month)
To Apply: Please submit a resume, cover letter and three professional references to employment@crossroadsabq.org by February 12, 2018

Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.

ABOUT CROSSROADS FOR WOMEN

Crossroads for Women works to break destructive cycles and support women to build their lives. Crossroads for Women currently operates three therapeutic communities, which provide comprehensive, integrated services to support women working to break the cycle of homelessness and incarceration: The Pavilions located in Los Lunas, NM; Hope House located in Albuquerque, NM; and Maya’s Place located in Albuquerque, NM. Women receive support in building healthy, stable, and self-sufficient lives in the context of their family, community, and culture. Recognized by the New Mexico Legislature for outstanding services to the community, Crossroads for Women operates on a \$2M annual budget, with a staff just shy of 50 people and many community volunteers in four locations across central New Mexico.

POSITION SUMMARY

PRN Resident Advisers must be available to cover a minimum of 2 shifts (30 hours) per month. This position will provide on-site, overnight residential management for all Crossroads for Women therapeutic communities on an on-call, as-needed basis. The Resident Adviser (RA) is responsible for enforcing visitor and overnight policies; maintaining the In/Out log and checking for inconsistencies; and monitoring for unusual activity in and around the property, reporting to the Program Director or other authorities as necessary. The RA must participate in good communication with clients while maintaining appropriate boundaries; maintain close communication with staff regarding client’s clinical or policy issues; and in cases of crisis, consult Program Director/Case Manager for backup and hold client meeting if relevant to process the crisis. Must not use drugs or alcohol.

REQUIREMENTS

Education & Experience

- Associate's degree and/or at least 2 years of experience working with underserved populations with a history of mental health, substance abuse, homelessness, and incarceration. Prefer candidate with prior experience in Harm Reduction and Trauma Informed Care.

Knowledge

- Must have a working knowledge and appreciation for gender specific and trauma informed care principles and application.
- Must have an understanding of the dynamics of substance abuse, mental health issues, homelessness, interpersonal violence, and harm reduction.

Qualities

- Ability to maintain professional relationships and boundaries with clients.
- Conduct relationships in such a way as to promote mutual respect, public respect, and improvement of services.
- Must possess a valid New Mexico driver's license, a clean driving record, and proof of insurance; able and willing to travel locally as needed.
- Must be willing and available to work weekends as assigned.
- Must possess ability to follow through with guidelines set forth in the Prison Rape Elimination Act (PREA).
- This position is subject to Criminal Background Check (post-offer).

Skills

- Excellent assertive communication skills.
- Organizational ability for reports and paperwork.
- Good problem solving ability.
- Ability to adhere to strict standards of confidentiality

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods of time. This position requires periods of computer usage including typing and viewing a monitor.

The employee frequently is required to use hands, fingers to handle and feel. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Speak and hear face-to-face.

The 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.

GENERAL STATEMENT OF DUTIES

Essential Functions

This list is not exhaustive and may be supplemented as necessary.

1. Enforce overnight policies as outlined in the service agreement.
2. Enforce visitor policies as outlined in the visitor's policy.
3. Maintain sign in/out log and check for log consistency with client passes, daily schedules, work hours and mileage logs. Report any problems or inconsistencies to Program Director/Case Manager.
4. Unlock client's apartments as needed.
5. Check client's in with signature confirmation at curfew.
6. Monitor unusual activity on or near the property and report occurrences to staff or relevant authorities.
7. Provide overnight report to staff daily.
8. Maintain excellent boundaries with clients regarding discussion of personal problems, client's problems, personal space, phone use, rides and etc.
9. Refer client's clinical or policy issues to Program Director/Case Manager.
10. Assist in identifying back-up coverage as needed.
11. Participate in clinical team meetings as needed.
12. Contact Program Director to discuss needs and concerns as needed.
13. In cases of crisis, consult Program Director/Case Manager for backup and hold client meeting if relevant to process the crisis.
14. Be available to provide transportation to clients as needed.

Other

1. Ensure that facility is a safe and protected environment including developing and implementing appropriate procedures for handling day-to-day and crisis-related situations.
2. Participate in agency-wide meetings, events, and initiatives.
3. Other duties as assigned and relevant to the success of the mission of Crossroads for Women.

HOW TO APPLY

Please submit a resume, cover letter and three professional references to employment@crossroadsabq.org by February 12, 2018. Crossroads for Women is an Equal Opportunity Employer.