



Resident Advisor Job Description

2/4/2019

Job Overview:

The Margaret Home, a house of hospitality in the Catholic tradition, seeks compassionate individuals who will work closely with the mothers and children and the staff of The Margaret Home to provide a safe and loving home. The Resident Advisor helps mothers learn skills that will improve their ability to care for their children and function independently when they leave. Day, over-night, and part-time weekend positions are available.

Requirements:

- High School Diploma or GED.
- Six months to one-year experience in Human Services or related field, preferably in a residential setting.
- Red Cross babysitting certification or equivalent.
- Red Cross Adult and Pediatric CPR certification or equivalent.
- Dedication and full support of the mission of The Margaret Home to promote the sanctity of life and the dignity of women in the Catholic tradition.
- Ability to help instruct mothers from varying backgrounds, educations, and cultures in day-to-day living skills such as cooking, cleaning, reading bus schedules, childcare, and personal finances.
- Valid NYS Driver's license and/or reliable transportation to and from The Margaret Home.
- Available to live at The Margaret Home full time.

Primary Responsibilities:

- Assists in the fulfillment of The Margaret Home's Mission, and exercises good stewardship in all tasks and activities.
- Works closely with mothers to ensure that all household policies and procedures are maintained in order to achieve safety and compliance.
- Fosters a sense of family and community among the mothers.
- Assures program continuity in daily living
- Provides babysitting in emergency.
- Day Resident Advisor may be asked to oversee the operations of the house in the absence of the Operations Manager.
- Over-Night Resident Advisor will be expected to remain on site and on call throughout the night, 9pm-8am
- Completes all other tasks as assigned by the Operations Manager.

All applicants must be mission-driven, flexible, and willing to self-motivate. Applicants must be willing and able to work closely with other team members and volunteers, and collaborate regularly with internal staff and board members, demonstrating an ability to lead and coordinate as work is delegated.

Free room and board are included in this position. 3 Nights per week including alternating weekends.