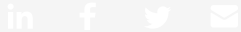




Assistant Residential Director

Columbia, MD (<http://maps.google.com/maps?q=9770+Patuxent+Woods+Drive+Suite+300+Columbia+MD+21046>)



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Description

Assistant Residential Director

Supervisor: Residential Director

FLSA Status: Exempt

Employment Status: Full-time; 40 hours per week

Salary Range: \$50,000

Assistant Residential Director is responsible for assisting the Residential Director with all aspects of running the Residential Department. This includes, but is not limited to policy and procedure evaluation and enhancements, hiring staff, problem-solving regarding client, staff, or housing issues, etc. HopeWorks' staff, board and volunteers are invested and engaged in altering the systems and imbalances of power that maintain the status quo - including racism, poverty, and gendered violence. The successful candidate will have an understanding of the root causes of sexual and intimate partner violence.

Essential Duties and Responsibilities:

Administrative:

- Complete data entry for client databases
- Maintain and coordinate accurate vendor services and records regarding property management
- Assist with check requests pertaining to client needs and housing
- Support staff in the completion of relevant housing paperwork, housing inspections, and advocacy
- Complete monthly, quarterly and other required grant reports and statistics as needed
- Monitor residential program and needs
- Attend professional development trainings related to domestic violence, sexual violence, and human trafficking
- Serve as a liaison with non-profit partners and housing agencies
- Attend weekly residential department meetings, staff meetings, and outside agency meetings

Property Management:

- Oversee maintenance and upkeep of properties

- Coordinate volunteers and donations for residential department
- Order office supplies for residential staff and property as needed
- Coordinate van maintenance

Program Management Support:

- Assist with staff coverage of houses, case management, crisis support, assessments, and client intakes as needed
- Support with training and mentoring of staff and interns
- Provide supervision to residential staff including interns
- Support Residential staff in responding to difficult situations including issues of client self-care and conflict resolution
- Identify areas of improvement and more effective methods of work and implement solutions to address those
- Provide back-up supervision for safe house staff on an on-call or alternating weekly basis
- Other duties as assigned

Core Competencies: An individual should demonstrate the following competencies to perform the essential functions of this position.

Dealing with Ambiguity

Can effectively cope with uncertainty, change, and be comfortable in situations that do not explicitly have written standards. Tolerate and be comfortable with risk and uncertainty.

Compassion

Show kindness, care, and a willingness to help and support others, including program participants and co-workers.

Approachability

Being accessible, consciously breaking down perceived barriers, having appropriate body language, and using verbal communication for program participants and co-workers to feel comfortable giving and receiving feedback.

Problem Solving

Identifies and resolves problems in a timely manner and skillfully gathers and analyzes information.

Communication: Oral and Written

Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups.

Judgment

Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.

Crisis Intervention

Responds appropriately to a program participant in crisis. Uses a variety of methods to offer short term, immediate help to individuals who have experienced an event that produces mental, physical, emotional, or behavioral distress.

Crisis Management

Makes sound and timely decisions under pressure. Recognizes what is most suitable in a particular situation. Effectively makes decisions in non-standard situations. Exhibits independence, decisiveness, and responsibility. Clearly and persuasively communicates decisions and orders to avert crises.

Planning and Organization

Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans.

Professionalism

Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.

Safety and Security

Observes safety and security procedures and uses equipment and materials properly.

Diversity

Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, nation of origin, culture, gender identity or expression, sexual orientation, physical or mental ability, weight, health status, age or other diversity factors.

Physical Demands

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. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

To Apply: Applicants must submit a letter of interest and complete resume.

NO phone calls**Requirements**

Minimum Qualifications:

- Bachelor's Degree in Psychology, Social Work, or Related field (preferred)
- Previous shelter, family violence or sexual assault experience (preferred)
- Oral and written fluency in Spanish, Korean, Urdu or French (preferred)
- Experience with ETO (preferred)
- One year supervisory or program management experience
- Expertise in implementing survivor-centered and trauma-informed services
- Excellent oral and written communication skills
- Passionate about the mission and philosophy of HopeWorks
- Ability to complete tasks with minimal supervision

- Ability to work independently and as part of a team
- Experience, ability, and willingness to work as a team with diversified staff
- Able to implement a strengths-based approach to providing trauma-informed services
- Current driver's license and reliable transportation with up to date insurance

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