



2827 HOLTON AVENUE  
FORT WAYNE, INDIANA 46806  
(260) 456-4172 FAX (260) 456-4075

## Vincent Village Job Description

Vincent Village provides shelter, care, advocacy, affordable housing, and support services for families experiencing homelessness, as these families build strength and strive to become independent, productive members of the community.

Title: **Resident Advisor**

Employment Status: Part-time

Position Objective: To sensitively assist the residents with daily needs and help to provide a constructive and positive culture that encourages stability and growth

Responsible for: Maintaining the environment of Vincent House in a safe, orderly, quiet, and sanitary

### Qualifications, Skills, and Abilities required:

- 1) Associates Degree preferred in Social Work or related field or equivalent experience.
- 2) Excellent oral and written communication skills.
- 3) Proficiency in a variety of computer applications, specifically the MS Office Programs & internet applications.
- 4) Willingness to engage with diverse residents in a positive and supportive manner.
- 5) Rapid comprehension and ability to quickly learn policies and procedures for a multi-faceted organization and compliance requirements for a variety of resources.
- 6) Standard office activity associated with attending meetings within the organization and meeting external constituents, lifting objects in an office context, and ability to climb stairs or walk moderate distances. Extended periods of time working on the PC.
- 7) Valid Indiana driver's license with ability to drive large van; required minimum insurance coverage and daily access to reliable transportation.
- 8) Certified in CPR and First Aid

### Summary of essential job functions:

- Implement House Rules and Policy
- Maintain security of the house
- Ensure all volunteers and guests have signed in.
- Read and make entries in staff log, summarizing events of the shift.
- Complete designated tasks assigned to the shift being covered
- Oversee and ensure chores are being completed properly
- Follow and implement the daily schedule
- Perform duties with a professional attitude
- Perform cleaning tasks as needed
- Log all volunteer activity and in-kind donations
- Log all general calls and forward staff calls to voicemail

- Provide crisis intervention, information, and referrals to appropriate community resources for potential participants and for assistance
- Performs other duties as assigned

This description is not intended to be a limited list of assignments and allows for additions and changes as deemed necessary to provide quality care for the clients of Vincent Village. I have read the job description for this position and confirm that I have the competency to successfully fulfill the position requirements.

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

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vincent Village, the USDA, and the State of Indiana are equal opportunity providers and employers.

