

On-Call Resident Manager, Christ House

Catholic Charities of the Diocese of Arlington

Non-exempt

Job Description

Christ House Transformational Housing helps homeless men reestablish independence after they have exited an emergency shelter. Single adult men are provided with communal housing and intensive support up to 12 months. Christ House staff and volunteers offer life skills, spiritual formation, financial literacy, employment training, counseling and customized case management to residents.

Christ House also operates an Evening Meal that provides a warm meal to homeless and low-income residents of Alexandria. Meals are provided 365 days/year. The Evening Meal is supported through volunteer groups from local parishes and other community groups. Guests attending the Evening Meal are provided with resources to assist their movement to self-sufficiency, including medical/dental, mental health, housing and employment.

The On Call Resident Manager provides shelter coverage and oversees Christ House activities during his/her assigned shift. Reporting to the Program Director, the On Call Resident Manager works as part of the Christ House staff team to ensure that all established policies and procedures are followed. He/she maintains appropriate professional boundaries with program residents.

Responsibilities

1. Provide daytime or nighttime supervision of Christ House residents and activities.

- Manage facility and ensure the safety of all occupants per agency protocols.
- Assist in the implementation of Case Management services with residents.
- Maintain appropriate records, statistics, and documentation of services to Residents and Evening Meal Guests
- Manage and distribute Resident prescriptions and medications according to agency policy and annotates all distributions of resident medications in the Medicine Distribution Log.
- Supervise Evening Meal preparation and clean-up
- Ensure appropriate behavior of Evening Meal Guests
- Restrict banned Evening Meal Guests from entering Christ House
- Assign and ensure completion of daily chores with Residents
- Annotate all notable Resident interactions with staff, volunteers and other clients.
- Evacuate the shelter per Resident Manual procedure in case of emergency.
- Maintain appropriate professional boundaries with program residents.

2. Provides supervision for Christ House evening meal guests:

- Prepares interior seating, manages meal tickets and oversees volunteer greeter.
- Ensures safe orderly environment both inside and outside the building.
- Maintains daily log recording evening meal guest count.
- Provides, and records in Referral Log, referral and resource information to evening meal guests, including information about Christ House residential program.
- Provide crisis intervention and respond to emergencies per procedural guidelines.
- Other duties as assigned.

Education and Experience

- High School diploma.
- Demonstrated success working with homeless populations.
- Ability to relate to clients, volunteers, staff, and the public is critical.
- Ability to ensure safety of residents and facility.
- 1-2 years' experience in similar position.
- Commitment to the mission and goals of Catholic Charities of the Diocese of Arlington.

Hours: This is an on-call position. Hours as needed.

Please send cover letter with salary requirements and resume to jobs@ccda.net.