



Residential Advisor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Residential Advisor in Callicoon, NY.

The Residential Advisor is responsible for providing proper guidance to students to ensure positive group living relations and achievement in the Job Corps program.

Responsibilities;

Provide guidance for students to achieve a positive attitude and proper behavior in dormitory living situation and to accomplish their goals and objectives.

Determine, recommend, and arrange student visits to counselor.

Assist in unit activities, as designated, including unit government.

Patrol and monitor dormitories and center as required ensuring safety and proper behavior of students; resolve potential or occurring problems.

Prepare the daily operations report, pass list, and other administrative correspondence relating to students.

Direct students and assist in the cleanup and maintenance of the dormitory.

Recommend or requisition supplies to provide needs for dorm living and safety of students.

Maintain dormitory and individual student files; ensure files are complete, updated and contain all required documentation.

Enter student case notes in the center information system.

Participate in career development services system by ensuring a safe living environment and creating positive peer leadership role modeling techniques within the dorm.

Provide guidance, counseling, group sessions and independent living skills.

It is expected the incumbent will work overtime when directed to do so.

Regular and predictable attendance is required.

Provide positive, quality customer services to students, staff and other center customers.

Support, promote, and enforce the Job Corps' Zero Tolerance Policy.

Promote the development of career success standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions.

Other duties as assigned.

Requirements:

High School Diploma/GED, Advanced Degree preferred
1-year Job Corps or related program experience required

Valid Driver's License

Reference Check

Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

Skills Required:

Advanced Communication Skills

Patience

Integrity

Experience working with youth & young adults

Shift, Salary, and Benefits: This is a full-time position, Multiple shifts available, \$20.76 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.