



Residential Living Manager * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Residential Living Manager in Callicoon, NY. The Residential Living Manager is responsible to provide students with a safe and structured living environment that fosters student retention, satisfaction, achievement and success. Oversees the daily management of the residential living programs and uses proper judgment and discretion to resolve student and staff issues and problems. Manages non-class hour residential living environment and ensures quality leadership and evening programming to enhance students independent living and employability skills. Ensures strict confidentiality of sensitive information and integrity of student data. Supervises and manages the staff, program and activities of the Residential Living Department. May be assigned Acting Director in Directors absence.

Responsibilities:

Follows all integrity guidelines and procedures and ensures no manipulation of student data. Ensures Center meets or exceeds DOL/Company performance goals. Interviews, recommends for hire, disciplines, recommends for termination and evaluates the performance of the employees in the Residential Living Department.

Coordinates staff coverage to ensure student areas are supervised. Ensures all staff adhere to rest and meal break requirements. Works with the HR Department to fill staff vacancies in a timely manner. Employs sound time-management and delegation skills. Holds staff accountable for producing quality work, develops staff for career progression and disciplines staff that fail to meet goals. Provides required/supplemental training for new and current employees. Effectively motivates, empowers and requires staff to perform his/her job responsibilities. Motivates and manages staff to work effectively, creates a supportive work environment, recognizes staff accomplishments and proactively addresses staff performance concerns.

Develops Center-beneficial linkages within the community for education, employment, Career Technical Training and WBL. Promotes a positive image of the Center and Job Corps and establishes meaningful relationships with elected officials. Provides transportation as required. Mentors, monitors and models the Career Success Standards as required by the PRH.

Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior. Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services. Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Follows up to ensure prompt/appropriate action is taken and ensures that problems are, in fact, corrected. Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students. Accepts direction and supervision from the Center Director/Manager On-Duty

Other duties as assigned.

Requirements:

Postsecondary degree

2 years' experience working with youth and young adults required.

Valid Driver's License and meet insurability requirements

Reference Check

Skills Required:

Experience working with youth & young adults

Program Direction

Program Management

Integrity

Shift, Salary, and Benefits: This is a full-time position, \$60,000 yearly, 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.