



## **Senior Residential Advisor\* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking a Senior Residential Advisor in Callicoon, NY. The Senior Residential Advisor directs and coordinates activities of the residential advisors on assigned shift. Responsible for residential activities within the dormitory providing for maximum program coordination, student discipline, and preparation of records and reports. Supervise and control dormitory conditions; evaluate situations and conditions within the dormitories and make decisions or recommendations. Assist in the training and evaluation of residential living staff. Perform administrative duties involving student passes, leaves, evaluations, progress reports, emergencies, terminations, etc. for assigned shift. Perform residential advisor functions as necessary to ensure safety and proper student behavior in the dormitories. Communicate with families of students by mail and phone as required to resolve problems and assure the well-being of students. Coordinate activities of dormitory including entertainment, unit competitions, and unit courts. Inspect dormitory areas and recommend facility maintenance work where needed. Direct dorm patrol and daily cleanup. Requisition supplies to provide needs for dorm living and safety of students. Determine, recommend, and arrange student visits to counselor; review problems related to assigned students with counselors. As assigned, participate in and conduct orientation activities and social skills training. Maintain required student records and update center information system on a regular and timely basis. Provide positive, quality customer services to students, staff and other center customers. It is expected the incumbent will work overtime when directed to do so. 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. Regular and predictable attendance is required.

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.

**Skills Required to perform the job:**

Student Supervision

Independent Living Skills Development

Crisis Intervention

Behavior Management

**Requirements:**

High School Diploma

Valid NY State Driver's License

1 year experience

Reference Check

Physical requirements, including must have ability to lift 40 pounds or assess lift load and ask for necessary assistance

**Shift, Salary, and Benefits:** This is a full-time position, Split Shift, Sat - Sun 8:00am -5:00pm; Mon 3:00pm-12:00am; Tues - Wed 11:30pm-8:30am; Thurs - Fri Off, \$23.84 hourly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto: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