Job Title: Residential Mentor - Weekend Shift 1

Employer/Agency: Houston Area Women’s Center

Job Description:
As the Residential Mentor, you will oversee the safety, general welfare, and day-to-day needs of the women and children staying in the domestic violence shelter. You will help clients acclimate to a communal living environment by providing peer counseling/support, education, and mentoring.

▪ You will work directly and interact with clients and their families in a domestic violence shelter by providing mentoring, crisis intervention, safety planning, and supportive services on a frequent basis.
▪ You will facilitate provide mediation between residents when needed by modeling and teaching non-violent conflict resolution skills.
▪ You will assign and monitor residents’ personal responsibilities in the communal living environment.
▪ You will conduct individual orientations, intakes, group house meetings, exit processes etc.
▪ You will enforce residential policies to ensure compliance with grantors and funding sources.
▪ You will attend Case Meetings for feedback and information and to develop working plans to address client issues. Communicate with other departments of the agency to resolve client needs.
▪ You will create resident files and record client services by existing deadlines via database.
▪ You will maintain safety and cleanliness of communal living areas at all times and report unsafe activities, complete incident reports for accidents, hazardous practices.
▪ You will report abuse/neglect to either Child and/or Adult Protective Services.
▪ Other duties may be assigned.

Qualifications:
Associates Degree in Psychology, Social Work, Sociology, Public Health, or Criminal Justice and 3 years of experience within social services, case management or similar field. OR

Bachelor’s Degree in Psychology, Social Work, Sociology, Public Health, or Criminal Justice and 1 year of experience within social services, case management or similar field.

Proficient knowledge with Microsoft Office (Outlook, Excel, Word, Teams)

Valid Texas Driver's License

Salary/Hours:
Full Time
Friday-Monday 8:00 a.m.-7:00 p.m. (Shift 1)
Hourly Compensation: $21.63

Application Method:
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=172875&clientkey=375885033217726F70F9776A0B5CFE54

Opening Date:
Immediately

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