|  |  |
| --- | --- |
|  |  **Hubert H. Humphrey Job Corps Center****Company Profile:** We support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further their education.  |
| **Position Title:** | Independent Living Advisor | **Reports To:** | Independent Living Manager |
| **Department:** | Independent Living | **FLSA Classification:** | Non-Exempt |
| **Job Grade:** | 3 | **EEO-1 Classification:** | 09-Service Workers |
| **Last Revision Date:** | 5/1/18 |  |  |
| **SUMMARY OF POSITION FUNCTION:**  |
| Maintains a safe, clean and orderly dorm by effectively controlling student behavior. |
| **MAJOR DUTIES AND RESPONSIBILITIES:** |
| * Ensures accurate accountability of students that are present for duty on center.
* Provides counseling and guidance to students in assigned dorm on attitude, behavior and inter-personal relationships with others.
* Monitors student activity in the dorm and ensure appropriate student behavior.
* Directs students and may assist during maintenance and clean up of dorms and dorm areas.
* Provides students with training in independent living and leadership skills.
* Reinforces positive behaviors and holds students accountable for negative behaviors.
* Maintains all shift logs, enters data into the Center Information System and Student Folders and reports any unusual or critical incidents to superiors.
* Supports Dorm Supervisor, Counselor and other team members in providing effective case management services to students on their assigned caseloads.
* Acts as a member of a team with other Independent Living Advisors assigned to a dormitory by completing assigned shift duties and communicating all shift specific information appropriately.
* Acts as an advisor to Student Peer Court.
 |
| **Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.**  |
| **SKILLS/COMPETENCIES:** |
| * Ability to relate to and work with disadvantaged youth
* Proven customer service skills
* Excellent communication skills, both written and verbal
* Ability to meet frequent deadlines and handle stressful, hectic situations without loss of efficiency and composure
* Proficient in the use of computer software such as MSWord, Excel and Outlook, etc.
 |
| **EDUCATION REQUIREMENTS:** |
| * High School Diploma or GED.
 |
| **EXPERIENCE:** |
| * Residential experience in a group home or college dormitory setting preferred.
 |
| **OTHER:** |
| * Must possess a valid driver’s license with an acceptable driving record.
 |
| **ADA REQUIREMENTS:** |
| **In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose an undue hardship on the company.** **Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.****PHYSICAL ACTIVITIES**: * Reading, writing and communicating fluently in English
* Hearing and speaking to express ideas and/or exchange information in person or over the telephone
* Seeing to read labels, posters, documents, PC screens, etc.
* Sitting, standing, moving about or walking for occasional or frequent periods of time
* Dexterity of hands and fingers to operate a computer keyboard and other office equipment
* Kneeling, bending at the waist, stooping and reaching overhead
* Retrieving and storing files and supplies; occasionally carrying and/or lifting light objects

**WORKING CONDITIONS:** * General office and dormitory setting
* Indoor and outdoor environment
* May be required to work a flex schedule to include evenings and/or weekends
* Exposure to possible confrontations with students
 |
| **By signing below, I acknowledge that I have received a copy of the Position Description and I am expected to read and familiarize myself with the contents pertaining to the functions and responsibilities of the position.**  |
| **Employee Print Name:** |
| **Employee Signature:** |
| **Date:** |