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Newark, NJ 07102
(973) 643-0400

Position Description

Title: Residential Coordinator
Organization: AIDS Resource Foundation for Children
Department: Department of Social Services – Transitional Housing Program
Program Name: Project Nest - South
Reports to: Program Manager
FLSA Status: Non-Exempt
Location: 5003 Ventnor Avenue, Ventnor City, NJ 08406
Website: www.aidsresource.org

Overview of the Organization:

AIDS Resource Foundation for Children (ARFC), a private non-profit organization founded in 1985, addresses the needs of children and families impacted by HIV/AIDS and other chronic conditions by providing holistic community-based services. Dedicated to finding family-centered solutions to the problems faced by individuals living in vulnerable situations, ARFC provides comprehensive services to underserved communities in New Jersey. ARFC’s programs were created to address the many and varied issues related to individuals living with chronic illness— fighting stigma, lessening disparities in education and healthcare, and helping people gain safe and stable housing.

Mission: AIDS Resource Foundation for Children helps children and families who are impacted by HIV/AIDS, or who have other serious medical conditions, to be resilient and to build healthier futures.

Values: We carry out our work with a relentless commitment to quality and behaviors that reflect: **Health** - We create safe and healthy environments; **Family** - We strengthen bonds among loved ones; **Compassion** - We care, and our actions reflect empathy and respect; and **Advocacy** - We empower our clients to speak, and we speak for those without a voice.

Role Summary:

Reporting to the Program Manager, the Residential Coordinator (RC) is responsible for the daily operations, residential care, and service delivery at ARFC's transitional housing program. This program is designed to be a safe space for young HIV-positive gay/bisexual men ages 18-24 years.

The RC is responsible for maintaining a secure and safe atmosphere for program participants and ensuring residents are adhering to program policies. The RC is expected to participate and coordinate within a team setting including the Social Worker (MSW), the Dialectical Behavioral Therapist, Nurse, Substance Abuse Counselor, and the Medical Case Manager

Responsibilities:

- Promote a safe and supportive housing environment
- Supervise and schedule Residential Aides to ensure appropriate 24/7 coverage
- Ensure the ongoing cleanliness and orderliness of the facility
- Conduct intake and detailed assessment of prospective program participants
- Conduct on-going periodic assessments of residents' needs
- In conjunction with program Medical Case Manager and Social Worker, refer residents to appropriate services that address barriers to self-sufficiency
- Develop relationships with community-based services to provide linkages between residents and services
- In conjunction with the Medical Case Manager and Social Worker, design individual daily schedules for each resident
- Assign and supervise resident chores related to tasks of daily living
- Coordinate scheduling of in-house meetings, therapies, and activities
- Facilitate resident meetings, including a daily communal meal
- Act as lead on recreational or educational off-site trips
- Act as point-of-contact for workshops conducted in the home, as appropriate
- Organize resident activities that promote housing stability
- Assist residents with the completion of annual income certifications
- Log daily activities and update the next shift of any essential occurrences
- Enforce housing program rules and guidelines, including curfews and weekend passes
- Keep residents informed of all policies and procedures and ensure compliance with these guidelines
- Update HMIS database with program data, as appropriate
- Update CAREWare database with program data, as appropriate
- Assist in the safe evacuation of all persons during an emergency or disaster situation
- Other duties as assigned

Required Qualifications and Experience:

- Bachelor's degree in related field or at least two years equivalent work experience.
- Minimum two years experience working with target population, especially with chronically homeless individuals with a history of trauma and/or mental health conditions, and the LGBTQ community
- Employment Eligibility Verification, including updated tuberculosis (T.B.) test and successful completion of background screening
- Demonstrated ability to utilize computers and demonstrated proficiency in Microsoft Office
- Experience using a data management system; HIMS and CAREWare experience preferred
- Strong written and verbal communication skills
- Proven ability to work with diverse communities

- A highly motivated self-starter
- CPR and First Aid training and certification required within 3 months of hire
- Driving: Must have valid New Jersey Drivers license and a clear driving record

Desired Skills, Knowledge, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to project a professional demeanor at all times
- Possess strong interpersonal skills
- Ability to work independently and as part a team
- Exercises mature judgment
- Maintains regular, consistent attendance
- Proficient knowledge in processing confidential information
- Ability to effectively coordinate multiple projects/tasks
- Good problem solving and conflict resolution skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, carrying (25lbs), lifting (25lbs), bending, stooping, and reaching. This position also requires operating a computer keyboard, firm/strong grasping, and repetitive hand control. The position also requires the ability to complete forms in personal writing, make and receive telephone calls, and operate office machines (copier, fax, printer). This position is also subjected to outside environmental conditions.

Personal Traits:

- A person of unquestioned honesty and integrity; values transparency.
- A person who values substance in their work.
- Self-assured, yet self-effacing in support of an effective team.
- Willing to provide extra effort whenever necessary to accomplish goals.
- Well-developed political skills and personal diplomacy.
- Self-directed and goal-oriented, while remaining flexible as needed.
- An individual with a passion for serving the public good.
- Spark, imagination, and creativity

To apply, please submit your cover letter, résumé, salary requirements, and optional supporting materials to Yira Cuevas at ycuevas@stclareservices.org.