



## **C2 Apartments Resident Advocate**

### **Job Description**

The C2 Apartments is a transitional living program for LGBTQ+ young adults (18-24) that are experiencing housing instability and/or have aged out of the foster care system. This is a unique model and the first of its kind in Wisconsin! The goal of the program is to provide a safe, inclusive and supportive environment that will offer resources and guidance for young adults learning how to live independently.

The Resident Advocate is responsible for modeling healthy life skills while providing support to residents. The position requires strong interpersonal skills and a commitment to making a positive impact in the lives of LGBTQ young adults. Resident Advocates are expected to operate using trauma-informed care and will be provided the opportunity to obtain the necessary training and skills to perform their duties.

This is a non-exempt, full or part-time position for 1st, 2nd, and/or 3rd shift. The facility is staffed 24 hours a day, 7 days a week which includes weekends and paid holidays. Time and a half will be applied for working any of the six federally recognized holidays.

Reports to: C2 Housing Case Manager

### **Essential Functions:**

- Provide supervision of the young adults living in C2 Apartments
- Implement the daily schedule of activities
- Ensure residents follow program rules and implement infractions if they do not
- Monitor safety and security of residents by allowing access into building
- Serve as a positive mentor for youth & interact with young adults in a positive and therapeutic manner according to policy, procedure, training, and agency values
- Maintain and document regular contact with individuals and agencies outside of the program to provide services for/associated with the youth
- Observe, assess, and document resident activities per agency/program standards (shift logs, incident reports, behavior management logs, database, etc.)
- Maintain general care of facility (including sidewalks, driveway, and yard)
- Maintain confidentiality within all written and verbal communications
- Participate in ongoing trainings and staff meetings
- Build healthy relationships with residents to minimize and de-escalate crises
- Demonstrate and involve residents with activities of daily living including cleaning, cooking, and other house duties as necessary



## **Qualifications**

A Bachelor's or Associate's degree (in the fields of Social Work, Sociology, Human Services, Special Education, Psychology, Counseling or Criminal Justice) and two years experience is preferred. Must be at least 21 years of age. First Aid and CPR training preferred. Background check and TB test required.

## **Compensation & Benefits**

Resident Advocates are paid a starting hourly rate of between \$18-\$20/hour depending on experience, with a differential for third shift.

All employees of Courage MKE accrue paid time off based on the amount of hours worked per pay period. Full-time employees may earn up to 3 weeks of paid time off per year. Full-time employees receive a non-taxed Healthcare Stipend of \$150 per month. Courage MKE offers all employees the opportunity for a 403b retirement saving plan and matches dollar for dollar up to 2%.

Many of the Courage MKE supporters offer discounts and savings to our employees.

## **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

While performing the duties of this job, the employee is subject to sitting, walking, climbing stairs and standing for prolonged periods; frequently pushes, pulls, grasps, kneels, crouches, or crawls. The employee frequently is required to use manual and finger dexterity and eye-hand coordination when working with persons served and handling office, medical, or household equipment. The employee is subject to assist and lifts up to 25 pounds with varying amounts of assistance on a recurring basis. Must have the ability to perform CPR. Occupational exposure to blood, body fluids, infectious substances, including communicable diseases when performing personal care. Occasional exposure to cleaning agents and disinfectants. Residential work environment with a noise level of normal to loud. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.