



## RESIDENTIAL COORDINATOR

*Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.*

**Purpose:** The Long-Term Residential Coordinator is a full time, exempt staff position. The Long-Term Residential Coordinator leads in all aspects, oversight, and supervision of the residential homes, staff, and residents.

**Salary:** \$37K

**Reports to:**  
Programs Director

### Duties & Responsibilities:

- Supervise Residential Advocates (30%)
  - Training, continued education opportunities, supporting overall wellness
  - Provide constructive correction as needed
  - Fill in as an advocate role as needed
- Maintain the day-to-day function of the residential home (30%)
  - Schedule maintenance (lawn, pool, pest control, broken appliances, etc.)
  - Keep inventory of supplies and purchase needed items
  - Develop the schedules for staff shifts and resident activities
  - Plan volunteer opportunities and workshops
- Oversee wellness of residents (25%)
  - Conduct new resident intakes, including applications and interviews
  - Coordinate medical and mental health care services
  - Oversee the care team for decisions regarding pass forms
  - Plan opportunities for outings as appropriate
  - Meet with residents for phase progression and surveys
  - Assist with planning for graduation and post-graduation care
  - Celebrate special occasions (birthdays, sobriety milestones, etc.)
- Communicate with professional partners (5%)
  - Legal, medical and mental health care, housing, family services, etc.
- Data Management (10%)
  - Enter all notes into clients' CRM profiles and move residents through phases
  - Upload relevant paperwork to profiles
  - Update materials in Google Drive, including Oasis materials, workshops, and program statistics
  - Keep track of the Trello board

### **Education and/or Experience**

- Bachelor's degree or 3 years of related work experience
- Administrative experience preferred
- Proficient in Google Drive and able to learn computer programs quickly
- Confident communicator and outstanding interpersonal skills with clients and public
- Superior project, time and organizational management skills
- Strong organizational and analytical skills
- Ability to establish and maintain effective working relationships
- Demonstrates strong work ethic and moral standards in line with Created's values
- Clean driving record

### **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 this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

### **Work Environment:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.