



Resident Coordinator

Saint Child meets the needs of unsupported pregnant young women in our community. We are a Christ centered community that provides stable, secure, and nurturing residential care for young women ages 14-24 and their infants. We are a trauma informed, strengths based program that utilizes a Positive Youth Development model.

We are honored to demonstrate the love of Jesus Christ while we serve young women regardless of their faith background. We believe that communities can provide security, belonging, and healthy human relationships. We will model and teach respect, honesty, and nurturing in our community.

Being a residential coordinator can be considered more of a calling than an occupation. You must have an innate concern for the wellbeing of the young women in your care as well as their children and the ability to serve as part of a loving and non-judgmental team. A resident coordinator will demonstrate a dedication to Christ like behavior, an attitude that is fun loving, leadership style that involves high acceptance, consistency, empathy, appropriate boundaries, and discipline. Applicants should be flexible, organized, hard-working, dedicated, and creative problem solvers.

Wage

\$25,000/year plus room and board.

JOB DESCRIPTION

DUTIES INCLUDE:

- Supporting each resident in walking through her pregnancy and caring for her child. This may mean helping to determine when it is necessary to go to the doctor, emergency room, etc. Help each resident to develop a plan for caring for her child and learning parenting skills.
- Provide emotional and spiritual support.
- Support the residents in engaging in safe, appropriate leisure and healthy lifestyle activities.
- Be aware of each young woman's emotional needs; working to help her assimilate into the home, develop beneficial relationships, and offer support and guidance to boyfriends, friends, and/or babies fathers as opportunities arise.



- Help the young women meet appointments and other responsibilities. Know where each young woman is when she is outside the home.
- Maintain and oversee upkeep on the house and van. Request repairs as needed. This includes assigning resident's chores as appropriate.
- Assume responsibility for food budget; ensure proper food supply, and management of household funds. Also help to plan and supervise well-balanced, nutritious meals, keeping record of meals served.
- Support the Christ-centered mission of non-profit by maintaining a Christian environment and an example that is joyful, relaxing, peaceful, and fun.
- Create accountability for adherence to community guidelines for all young women in a consistent and empathetic manner.
- Attend any workshops or conferences that are recommended by Executive Director to increase skills and staff development.
- Be responsible for working with the Executive Director to ensure that all state regulations are met.
- Collaborate with the Saint Child Advocate in formulating each young woman's Individual Service Plan and review weekly each young woman's status, progress, family situation, relationship to the father, and plans for her child.
- Be responsible for working with the Office Administrator in the coordination of receiving donations and scheduling volunteers at the house. Greet volunteers and visitors when they come to the home.
- Collaborate and share information with the weekend Resident Assistants when handing off duty for the weekend.
- Maintain daily notes for each resident.
- Be responsible to hold and record monthly fire drills.
- Be responsible to administer random urinary analysis tests.
- Be responsible for recording donations as they come in and seeing to their proper use.
- Write closing report for each discharged resident and place in their file.
- Attend weekly staff meetings
- Other duties as assigned

QUALIFICATIONS:

- Qualified on the basis of personal character to work with expectant/young mothers and on their ability to serve as part of a team.
- Have a working understanding of Positive Youth Development principals and practical understanding of their implementation or be willing to train on the topic
- Have an understanding of trauma informed care and supporting youth using strengths based perspective or be willing to train on the topic
- Have experience using motivational interviewing as a communication tool or



be willing to train on the topic.

--Experience working with diverse communities including working with youth, and communities of color.

--Over 25 years of age.

--High school diploma required but college degree preferred

--Licensed to drive in Oregon

--5 years of experience involving the supervision of a group of teenagers, or experience of a practical nature in working with youth.

--Knowledge of computers, specifically of Microsoft Word and Excel.

--Capable of providing leadership and Christ centered spiritual support to each of the young women according to her specific needs.

--In their attitudes concerning teenage pregnancy, the Residential Coordinator should have a neutral stance on adoption vs. parenting.

--Have a compassionate understanding of each young woman and her unique situation.

--Absolutely no history as a perpetrator in a substantiated report of child neglect or abuse.

Interested applicants should reply by email to office@saintchild.org. Please attach a cover letter, resume, and a list of 3 references.

REPORTING RELATIONSHIP:

This position reports directly to the Saint Child Executive Director.