



**Job Title:** Resident Coordinator  
**Supervisor:** Housing Program Manager  
**Pay Range:** \$20.26- 25.41/hr (\$.58/hour bilingual differential)  
**Department:** Housing  
**FLSA Status:** Non-Exempt  
**Start Date:** October 9, 2022

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, forgiveness, accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. Agency website: [www.restorativepartners.org](http://www.restorativepartners.org)

### Job Overview

As part of the Housing and Treatment/MH Department, the Resident Coordinator (RC) reports to the Housing Program Manager (HPM). The Resident Coordinator ensures a safe, secure, trauma-informed, clean and sober living environment for people in recovery and reentry. This position includes some case management and/or system navigation with clients and will require close communication with RP staff, Parole and/or Probation, and other community partners. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships. It also requires a strong recovery program with multiple years of 12 step programming.

### Essential Duties & Responsibilities

- Model recovery as a priority in the housing community, in programming, and in building a network of relationships inside and outside the houses.
- Coordinate all resident logs including In/Out, UA testing, and Med Logs.
- Train House Managers, Assistant House Managers, and Respite Volunteers.
- Coordinate with the House Manager the Respite Volunteer Schedule.
- Coordinate with Reentry Programs Coordinator volunteers on the property.
- Coordinate, oversee, and assist with probation and/or self pays drug screenings when necessary, communicating all positive test results to RP staff and community partners.
- Provide leadership and support to House Managers who are carrying out resident rule compliance, program participation and house meetings.
- Develop Meal Plan and oversee meal schedule.
- Conduct initial screenings, organize and complete new resident intakes along with House Manager and refer to appropriate system navigator
- Update Recovery Home Tracking Sheet weekly to ensure monthly invoices are submitted accurately and on time.
- Track client rent due; collect, report, deliver immediately to the main office.

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- Enter all client intake information into Apricot, maintain confidential electronic records and oversee hard copy files.
- Works with the HPM to ensure all hard files are stored properly according to our policy and procedures.
- Manage incident reports for all emergency incidents that occur at the home and submit them to the Housing Program Manager (HPM).
- Ensure House Manager and/or Assistants keep up on RP vehicle mileage logs and maintenance logs.
- Collect monthly RP mileage and maintenance logs and turn them into the HPM.
- Coordinate weekly Foodbank trips and purchase all groceries and supplies within a budget established by the Housing & Treatment/MH Director
- Report all house maintenance needs to HPM.
- Coordinate recreation, volunteer opportunities, and activities approved by the HPM.
- In collaboration with the Housing & Treatment Team build partnerships with local businesses, faith communities, clubs ie Rotary etc
- Coordinate and provide resident transportation.
- Point of contact for funding referrals for County D&A, Probation, Self pays, and other funding partners.
- Works with the Housing and Treatment/MH for funding referrals from GEO.

### Other Duties and Responsibilities

- Participates in RP staff and volunteer orientation (VCW), staff meetings, and monthly all-staff meetings and required and/or ongoing training.
- Ensures House Managers and respite staff are properly trained and supervised.

### Knowledge, Skills, Talents, & Abilities

- Requires an understanding of a social and a medical assisted model of recovery
- Knowledge of and commitment to restorative justice practices and trauma-informed approach to clients
- Proficiency in computer software (primarily Microsoft Word, Excel, google drive, and data entry)
- Ability to articulate and enforce all house rules, program requirements, drug testing, and curfews
- Good communication skills and competency in working cooperatively with residents, managers, RP staff, and volunteers
- Currently not programming with probation, parole or court-ordered addiction classes
- Good organization skills and ability to work within a team environment

### Education and/or Experience

- Human Development/Human Services course or degree - **Preferred**
- Motivational Interviewing Training Certification - **Preferred**
- CPR/ First Aid Certification - **Preferred**
- Trauma-Informed training - **Preferred**
- Mental Health 101 - **Preferred**
- Suicide Prevention training **Preferred**
- Medically Assisted Recovery training **Preferred**
- Restorative Justice Practices training **Preferred**

### Requirements

- High School Diploma/GED

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- California Drivers License with a clean record
- Must pass CDCR Clearance process
- If in recovery, must have 4 years clean and sober
- Must agree to Mandatory COVID-19 Vaccination Policy

**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 regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.*

**Work Environment**

*This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Acknowledgment**

I acknowledge that I have read the job description and requirements for the \_\_\_\_\_ position and certify that I can perform these essential functions.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.