

Summary:

Oversees management of The Mission of Yahweh campus as needed, usually relieves the Residential Relief Manager, and supervises residents and facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Supervises residents making, ensuring compliance to all rules in the absence of additional management on the campus. Responsible for writing up any disciplinary actions, and occurrences needing follow-up by Resident Director or Case Management.
- Manages conflicts as they occur and provides resolutions between Residents.
- Monitors security cameras and 11 buildings on Campus to ensure security and safety of residents.
- Reports all emergency maintenance issues to Maintenance through emergency contact information provided. If it is not an emergency, encouraged to write up maintenance requests.
- Receives In Kind donations for food for Mission and ensures all procedures are followed upon intake.
- Receives in kind gifts from community, ensures accurate information is recorded and reported to Development Team for processing.
- Receives In Kind donations for Resale Shop, ensures all are locked up securely for regular weekly team to process.
- Maintains a clean working environment and works with Scheduled RA staff to keep the property neat and orderly.
- Assist with On Campus events as needed, directing volunteers, taking photos, and ensuring Resident attendance to events.