

**Job description – Night Resident Manager**

Eden House is a 2-year residential program located in New Orleans for women who have been trafficked or subjected to sexual exploitation. We are looking for a female Resident Manager who will ensure the safety and care of residents and enhance the quality of life of the resident community. The Night Resident Manager plays a significant role on Eden House's clinical team providing continuity and coordination of resident care when the Program Director/Licensed Clinical Social Worker and the Clinical Care Manager are off duty.

Qualifications:

Preferred: Master's level student in social science field; Bachelor's degree with a minimum of one year experience in a psychiatric facility, group home or other relevant setting

Considered: A high school diploma with a minimum of three years experience in relevant settings

Hours: 20 hours per week. Exact hours may vary depending on the needs/activities of House residents and clinical staff availability.

Duties:

1. Assist the Program Director and Clinical Care Manager in the implementation of individualized care plans for each resident in terms of coordination/integration of services and supports, including but not limited to transportation to health and behavioral health appointments, substance abuse services and/or meetings, and recreational activities.
2. Provide on-going support and guidance to residents in the evenings.
3. Model effective supportive communication skills/behaviors for residents. Employ such therapeutic techniques as active listening, cognitive behavioral interventions, crisis intervention skills, etc.
4. Conduct in-house activities with residents to implement individual care plans and to foster a genuine sense and experience of a supportive community-milieu.
5. Offer suggestions to clinical staff regarding policies, procedures, and activities that could improve the overall community climate and quality of residential life.
6. Report to the clinical staff on a daily basis as to the prior night's events, the status of individual residents as well as the group as a whole. Meet with clinical staff on a regular basis (frequency to be determined) to ensure that all staff are united in their efforts to provide coordinated approaches to assist residents.
7. Other duties as assigned by the Program Director and Executive Director.

Salary: Based on local and regional rate for similar work.

For more information, please contact **Maxine Kimbrell at 504-407-0943.**

To apply, please submit a letter of application, a resume, and names of three references.

Email to: mkimbrell@edenhousenola.org

We will continue to accept applications until the position has been filled.