



Job Title: Residential Care Manager (**House Mentor**)

Reports to: CPO

Job Type: Full Time (Live-in)

Job Description:

The Residential Care Manager acts as a “house mentor” for the residents of 91 Place. Residential Care Managers create and maintain an environment of safety, growth, and encouragement for all residents, as well as provide individualized and necessary skills training directly to youth.

House Mentors are responsible to implement all processes relating to house management including, but not limited to, cleaning rotations, curfew adherence, maintenance requests, volunteer coordination, inventory management, food and meal coordination, systems subscriptions, and interrelational resident management.

The House Mentor will also be responsible for collaborating with a multidisciplinary team of support staff and volunteers including, but not limited to, the therapist, case manager, community mentors, workforce development director, and supervising staff. As a contributing member of this support staff team, House Mentors will facilitate youth access to needed physical, emotional, social, educational, and other services. This includes direct assistance in gaining access to services, coordination of care, oversight of the entire case, and linkage to appropriate services, especially in the areas of follow-up and accountability. House Mentoring does not include direct delivery of medical, clinical, or other direct services.

Domestic life-skills training will be planned and executed by the House Mentor as a strategic objective of this role. Skills such as self-care, time management, problem-solving skills and domestic economy are directed toward eliminating barriers.

Objectives of this Role:

- In coordination with 91 Place's CPO, execute the operations of the Transitional Living Program in line with 91 Place's mission, vision, values, strategic objectives and program philosophy
- Works without daily and immediate supervision, evaluating possible courses of conduct and making decisions where there is no opportunity to seek supervisory assistance



- In coordination with the Case Manager, acquires and provides detailed information regarding a resident to establish the foundation for the Treatment Plan
- Works with the client on a day-to-day basis using professional judgment and discretion to implement the team determined Treatment Plan
- In coordination with the multidisciplinary team, assists in the development, implementation, and revision of individual treatment plans
- Consults and cooperates with community systems to coordinate opportunities for recreational therapy and community involvement
- Creates and implements strategic domestic life-skills training for residents
- Provides conflict resolution for clients; makes linkages for interventions as appropriate
- Provides face-to-face skill training and mental health interventions to clients in accordance with the treatment plan
- Teaching age appropriate life skills training to clients individually or in groups
- Maintains a high level of ethical conduct regarding confidentiality, dual relationships, and professional stature

Daily and Monthly Responsibilities:

- In coordination with 91 Place's CPO, execute the operations of the Transitional Living Program in line with 91 Place's mission, vision, values, strategic objectives and program philosophy
- Establish a community environment for the residents, collaborating with them to focus on empowering youth choice, youth voice, and self-determination
- Work collaboratively with other youth support staff
- Provide house orientation for new residents
- Serve as the primary responder for any emergencies
- Know and abide by all house policies and ensure that house policies are being followed by residents
- Establish a professional, supportive relationship with each resident and serve as a role model and resource
- Organize and facilitate communal meals and weekly house meetings with the residents
- Organize additional programs and activities designed to meet the needs of the residents (i.e. bring in a yoga instructor or art therapist)
- Facilitate appropriate connections with residents to the wider community
- Facilitate resolution of disagreements among residents



- Be attentive to house safety and perform evening security checks of house perimeter and common areas
- Perform regular property checks and report any maintenance/repair needs to the CPO
- Maintain inventory of food and home supplies; shop and restock as needed
- Help maintain a clean, pleasant, and safe living environment
- Conduct safety checks of rooms in accordance with house policy
- Together with other house mentors, turn over rooms for new residents
- Participate in fundraising events, write thank you notes, and reach out to personal social networks to fundraise for 91 Place. This includes, but is not limited to, meeting with churches, meeting with companies, accompanying the CEO/CPO to donor meetings, social media campaigns, and peer-to-peer fundraising
- Transport residents and community youth when necessary
- Facilitate community mentorship for youth
- Serve as a positive representative of 91 Place in the community
- Participates in continuing education activities and training
- Attend meetings as appropriate and meet regularly with supervisor to exchange pertinent information and receive supervision
- Performs other duties as assigned

Skills and Qualifications:

- High school diploma/equivalency required
- Two+ years' experience working in a residential facility is desired
- A BA or BS in the field of human or social services, or other appropriate degree, is desired
- Experience in principles-based youth work and leadership are required
- Experience with and commitment to radical hospitality, community building, and restorative justice preferred
- Understanding of power, privilege, and systems of oppression preferred
- Must be at least 25 years of age
- A valid driver's license and a satisfactory MVR is required for this position
- A clear DCS history, and clear criminal and sex offender background checks is required
- CPR, First Aid, and Mental Health First Aid certification are required (can be provided upon hiring)