



*Where children are cherished and futures are fostered.*

## **Position Available: Residential Coordinator**

The Residential Coordinator is responsible for overseeing all daily operations within *Our Mother's Home* while ensuring a safe and positive environment that responds to teen mother's needs. This position will supervise Direct Care Staff, work closely with the Case Manager, and report directly to Executive Director.

### **Responsibility and Essential Duties:**

- Support *Our Mother's Home* mission and vision
- Oversee proper intake and supervision of young mothers and children
- Stay current with childcare and education through in-service CEU training, and DCF requirements
- Ability to oversee the maintenance and traditional responsibilities of home and office
- Ensure accuracy and integrity of reports maintained and generated
- Respect the confidentiality of residents, staff and volunteers
- Manage volunteer recruitment, guidance and retainment
- Recruit, supervise, hire, and provide progressive oversight of direct care staff
- Develop, maintain and monitor staff training and shift responsibilities and procedures
- Ensure compliance with all state and local licensing
- Implement enrichment programs designed for residents and staff
- Act as representative to community agencies and partners
- Must be available for some weekends and overnights as need arises.
- Other duties/tasks as needed by the home

### **Qualifications:**

- Experience working with budgets and grant outcomes
- Proficient in Microsoft 365, including word, excel and one drive
- Experience implementing standards of operating procedures and quality control measurements
- Understanding of trauma, healing, and cultural diversity, and conflict resolution
- Bilingual, English and Spanish preferred
- Experience working with teenagers or as a parent or house parent
- Ability to be patient and compassionate, and to treat all with dignity, respect and positive outlook
- Certification in Adult and Infant CPR and First Aid is preferred. Must be willing to be certified

### **Requirements:**

- Minimum Bachelor's degree in social work (BSW), psychology or related social field
- Minimum two years management experience; preferred residency and/or youth development
- Applicants must be at least 21 years of age
- Ability to connect with teenagers, babies and toddlers and keep a positive outlook
- Must be able to bend over and lift up to 20lbs
- Valid driver's license and car insurance, pass FDLE background screening and fingerprinting
- Complete 40 CEU hours of childcare and development during first year, 20 hours annually thereafter.

The mission of *Our Mother's Home* is to transition teen mothers and their children from foster care and human trafficking to stable, happy, and productive lives by providing a safe and nurturing home, education, parenting support, physical, mental and spiritual care.

**Interested candidates please send resume to [info@ourmothershome.com](mailto:info@ourmothershome.com)**