

Gulf Coast Trades Center
Job Announcement

Position: Dorm Advocate (Grant Funded)

Position(s) Available: (3) Three

Opening Date: September 5, 2017

Closing Date: 09/15/2017

Salary: \$12.18 Hourly

Status: Non- Exempt

GENERAL DESCRIPTION:

The Dorm Advocate is responsible for providing a caring and nurturing home environment for all students. Must be committed and motivated with the ability to run group programs. Dorm Advocate must have the ability to relay information through accurate reporting and monitoring. Dorm Advocate must be willing to attend all trainings and meetings as needed to ensure that they are abreast of the necessary techniques to support students in residence. Must model appropriate behavior for students and support team at all times through communication, dress and positive outlook/attitude.

Additionally the Dorm Advocate is considered the primary contact for dorm life. The Dorm Advocate is responsible for communicating dormitory needs and/or issues to the assigned Supervisor on duty. The Dorm Advocate must have the ability to train new group workers of residential procedures and provide feedback to the Residential Supervisor – both positive and negative. All Dorm Advocate’s must complete Positive Peer Culture training and demonstrate proficiency within a specified period as determined by the Residential Director.

The Dorm Advocate will be assigned to specific dorms and will be the point of contact for direct care staff, and youth assigned to those dorms. Dorm Advocate will ensure that assigned dorms stay in compliance with all safety, maintenance, and behavioral issues.

REPORTS TO:

Residential Director

SUPERVISES:

Group Worker, Relief Group Worker assigned to specific Dorm.

QUALIFICATIONS:

- Minimum of high school diploma or GED.
- Preference is given to college students in related Behavioral Science field.
- Must have a valid Texas Driver’s License.
- Must pass a criminal history check and drug screen.
- Must have a minimum of one (1) year experience as a full-time employee in a residential child care facility or 90 days as an employee of Gulf Coast Trades Center.
- Have the ability to write precise and accurate reports regarding student behavior and activities.
- Attend staff or dorm team meetings as held.
- Demonstrate proficiency in the Positive Peer Culture model.
- Must be computer literate.

SPECIFIC DUTIES:

- Employee must possess the ability to comprehend and complete:
 - 40 hour orientation process and ongoing training as needed
- Supervise student behavior during non-class/shop activities.
- Provide protection to students and property, including the ability to restrain students when necessary using approved restraint techniques.
- Provide training and supervision for students in activities related to personal hygiene and housekeeping.
- Maintain standards of health and maintenance in assigned areas and make concise reports of student behavior.
- Carry out day to day recreation and leisure time program as developed by the Residential Director.
- The ability to conduct PPC group sessions for youth under their supervision (Mon-Fri).
- Provide individual guidance to students regarding interpersonal problems.
- Evaluate and act upon crisis situations until the supervisor arrives.
- Coordinates all paperwork from Group Workers to be turned into the supervisor.
- Employee will deal specifically with student behavior problems. This will give the supervisor adequate time to supervise staff and events happening on campus.
- Employee will also review reports written by staff in their particular area for content and accuracy. Act as a lead staff in the dormitory area.
- Orientate new employees to dormitory rules and procedures.
- Teach PPC group and huddle-up skills to new employees.
- Attending staff meetings and other meetings which require their attendance upon request.
- Check e-mail regular as a main source of communication.
- Trained to distribute student medications.
- Inspect the assigned dorm for tagging, contraband and maintenance.
- Work with any staff regardless of personal opinion.
- Perform duties in the absence of the Residential Director as requested.
- Perform other duties as assigned.

Contact

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