

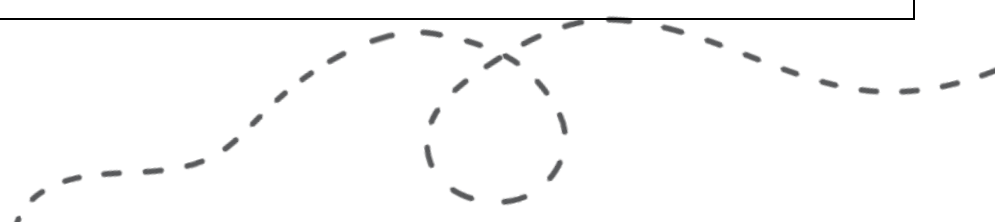


ABOUT THE COMPANY

Founded:	1981
Mission:	To prepare foster and community youth to reach their greatest potential
Values:	Trust, Respect & Compassion

JOB DESCRIPTION

Position Title:	Night Resident Coordinator
Employment Classification:	Part-time, Hourly, Non-Exempt
Reports to:	Lighthouse Site Supervisor
Department:	Program – Rising Tide
Program Summary:	The Lighthouse is a transitional housing program for survivors of human trafficking, many of whom were in foster care.
Position Summary:	The Night Resident Coordinator is an overnight, awake position that is responsible for night & morning headcount of residents, the safety and security of the house & grounds, being available for emergencies throughout the night, and other duties as assigned.
Major Areas of Responsibility:	
<ul style="list-style-type: none"> ○ Be available to support the residents for emergencies and non-emergencies, both physical and non-physical during scheduled nighttime hours ○ Stay current on trafficking information, resources, programs and legislation ○ Hold survivors accountable to required nighttime rules and conditions ○ Oversee resident’s morning responsibilities, as applicable, including chores ○ Do nightly safety and security checks of the house and property throughout the night ○ Data entry via HMIS system and Orangewood’s database ○ Perform other duties as assigned by Site Supervisor or Program Manager 	
Knowledge, Skill and Experience Requirements:	
<ul style="list-style-type: none"> ○ Bachelor’s degree in Human Services field or equivalent preferred, high school diploma required ○ Minimum of two years of experience working with trafficked youth or homeless youth. And an understanding of the needs of the foster care population ○ Must be a minimum of 21 years old. ○ Possess a valid California driver’s license and proof of current automobile insurance. ○ Pass a background check. 	



Essential Qualities:	
○ Understanding of and passion for the Foundation’s mission and vision.	
○ Exemplifies organizational core values of respect, collaboration, leadership, integrity and knowledge	
○ Displays the organization’s essential attitudes by Approaching projects, activities and other job functions with flexibility and a positive attitude Demonstrates organizational operating principles of communication and teamwork	
○ Able to motivate, supervise and communicate with the survivors in the program, and able to make independent decisions	
○ Must be a team player with good communication and decision making skills	
Working Environment/Physical Requirements:	The position requires the flexibility of working in an off-site setting and sometimes driving to and from the Foundation main office. Physical requirements include standing, sitting, typing, bending, and occasional lifting of up to approximately 50 lbs. A support belt and dolly will be provided
Modification to work schedule may be made based on need of the Foundation.	

Orangewood Foundation is an Equal Opportunity Employer.

A FEW WORDS FROM OUR EMPLOYEES...

“ I’ve always wanted to work at a place where I can make a real difference in a young a person’s life. At Orangewood Foundation, I’m able to do that!”

- Karlos R.

“ Since my first day at Orangewood Foundation, I immediately enjoyed the atmosphere and the feeling of teamwork. The team allows you to take the lead and helps you grow.”

- Priscilla T.

“ Orangewood puts the needs of youth first. We have the flexibility to meet youth where they are at.”

- Lily K.



Updated 8/30/2019