



## Residential Living Advisor

Tulsa Job Corps Center  
1133 N. Lewis Ave.  
Tulsa, OK 74110-4776  
<https://tulsa.jobcorps.gov/>

Reports to the Social Development Director and is an hourly, non-exempt position. Provides safe, supportive and predictable environment in dormitory supervision of Job Corps trainees in their daily activities, monitoring their progress in attaining performance contract goals and objectives and utilizing behavior management and intentional and consistent Core-Value-driven practices. Conducts dormitory operations in accordance with center operating policy and procedures and in accordance with ODLE operation procedures. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Assists students in adjusting to Center life by providing supervision, behavior modification and acting as a mentor.
- Ensures students meet required schedule, waking on time and arriving on time for school or work assignment.
- Ensures students are adequately prepared for the training day, e.g. dressed appropriately.
- Provides daily supervision or assistance in monitoring students in personal hygiene, room/chore assignments, and other activities.
- Ensures dorms are clean and inspection ready at all times.
- Provides informal counseling related to stress management, personal problem, etc., and provides insight into responsible behavior and attitudes.
- Documents student records according to PRH, inputting all relevant student data.
- Prepares applicable reports to ensure accurate documentation of student progress.
- Maintains dormitory bulletin boards with updated student and center information.
- Serves as channel of communication between management, staff and students.
- Facilitates groups in life skills including budgeting, renter's rights, completing a lease, completing chores, etc.
- Facilitates small group discussions on life skills, peer mediation, conflict resolution, etc.
- Teaches SST curriculum as defined by the PRH and the center.
- Participates in ESPs for students in assigned dormitory.
- Assesses the need for confidentiality balanced with the need to report situations on behalf of students to ensure the safety and well-being of students and staff.
- Contacts family members for consent for pass system as warranted.
- Facilitates prompt and appropriate assistance to students in the event of injury, illness, emotional trauma, etc.
- Provides CPR/First Aid as warranted.
- Meets individually a minimum of once a month with students on assigned dorm, documenting the meeting.
- Performs and documents regular perimeter checks of dorm and outside perimeter to ensure safety and security.
- Facilitates weekly dorm meetings which include accountability checks.
- Ensures all equipment and facilities are clean and maintained in accordance with center, ODLE and DOL standards.
- Creates a warm, welcoming atmosphere for students.
- Ensures student rooms and bulletin boards are maintained per established standards.
- Ensures assigned dormitory and its outdoor area are maintained in good repair, cleanliness and order.
- Ensures use of federal equipment is within DOL, ODLE and center guidelines.
- Attends all required training sessions.
- Maintains a work environment of zero accident and injuries including no loss-time accidents.
- Ensures a work environment that provides an equal opportunity for all.
- Cultivate and maintain a positive climate on center that is free of harassment, intimidation, and disrespect in order to provide a safe place for staff and students to work and learn.

- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

**Education and Experience Requirements:**

- High School graduate or equivalent.
- Two years' experience in a related field such as counseling, education, social work, rehabilitation, or vocational guidance.
- Prefer Bachelor's degree in a behavioral health field from an accredited college or university.
- Able to complete all mandated training requirements per government and management directives.
- Able to read email daily and reply to messages in a timely manner based on urgency and importance.
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Must be able to compose descriptive reports; use appropriate techniques to implement programmatic activities; verbally direct individuals and groups; remedy dysfunctional behavior; intervene with students in crisis with aggression control/safe physical management restraint techniques; successfully complete mandated training courses. Knowledge of methods needed to instill appropriate behavior as well as work and study habits in adolescent students; housekeeping techniques and management. Ability to read, comprehend, interpret, communicate and execute instructions fluently in English. Ability to effectively relate to trainee population. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves occasional standing, walking, stooping, carrying, and lifting up to 50 pounds. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 65% of work time outside and 35% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.