



Senior Mobile Advisor

Phoenix Job Corps Center
518 S. 3rd St.
Phoenix, AZ 85004
<https://phoenix.jobcorps.gov/>

Reports to the Safety, Security and Transportation Manager and is an hourly, non-exempt position. Supervises center activity in the absence of the House Supervisors, Phase Managers and Center Director. 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:

- Tours the center periodically to insure a continual awareness of center activity.
- Maintains a logbook, registering all calls received, unusual occurrences, observations and decisions made, or action taken.
- Ensures orderly departure of any trainee from the center and notifies the parents or legal guardians when necessary.
- Ensures orderly, safe and clean-living conditions.
- Prepares a complete report that details notable events.
- Informs the Center Director of anything that warrants immediate attention, including major incidents, extreme emergencies, unscheduled arrival of important visitors, etc.
- Provides leadership training for trainee leaders on effective communications, conflict management, zero tolerance and social skills.
- Supervises assigned student cadets.
- Attends staff training as required.
- Adheres to ODLE Quality Assurance Plan.
- 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.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- 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:

- Bachelor's degree in related field or 4 years professional experience working with youth.
- Minimum of three years work-related experience, two of which were in a supervisory capacity.
- Prefer extensive experience.
- Valid driver's license in the state of employment with an acceptable driving record.

Additional Requirements: Must have regular attendance. Ability to motivate and inspire staff. Ability to design and implement work plans. Ability to establish and handle multiple priorities. Must obtain and maintain CPR/First Aid Certification. Proficiency with personal computer and applicable software. 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 frequent sitting, standing, walking, bending, stooping, running and driving. There is also occasional need for flexibility for climbing, carrying, squatting, kneeling, pushing or pulling and lifting up to 50 pounds. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 85% of work time outside and 15% 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.