

Residential Advisor

If you are an empathetic and effective problem-solver who is looking to make a positive impact in your community, read on! **New Bethany** is seeking a **Residential Advisor** to provide case management services to their residential programs in the Bethlehem, PA area. Here, you will utilize a combination of administrative and interpersonal skills to residents in need. We are seeking a dedicated and compassionate individual who is not just looking for a job, but a way to make a difference in the lives of others.

What you'll do

New Bethany is on a mission to build a community of hope and support for those who seek help. We believe that everyone deserves a chance at a brighter future, and that's where you come in. Day to day, you will:

- Support residents in developing individualized goal plans, including housing and employment searches, continually encouraging, assisting, and evaluating their efforts along the way
- Act as the go-to problem solver when resident issues arise and keep meticulous records of client interactions with our databases
- Maintain our residential waiting list alongside our Housing Advocates, help with intake & assessments for SRO/THP housing unit applicants, and complete TIC forms for residents as needed for the duration of their program
- Ensure rents are paid while keeping an eye on aged receivables and prepare reports for funding sources and government agencies as needed
- Act as master documenter of building activities, keep a friendly eye on our property, ensuring that only residents are staying overnight and that our campus is clean and safe.
- Attend community meetings, cross-training sessions, and professional development opportunities

What you need to thrive in this role

- 1+ years of experience in the social services field; Associate degree in human services, social work, psychology, or related field preferred but not required
- Well-rounded computer, documentation, and administrative skills with keen attention to detail
- Strong interpersonal and communication skills, a knack for team building, and high emotional intelligence
- A clean background check regarding child abuse offenses
- Ability to work varied hours, including both day and night shifts, and 1 mandatory weekend shift per month
- Ability to travel to and from New Bethany locations in Bethlehem and Coplay, PA

About us

New Bethany offers hope and support to people who experience poverty, hunger, and homelessness. We believe that all people, regardless of circumstances, should be treated with dignity and care without judgment. No one who seeks help is turned away. We continually strive to build a community of hope and support for those who seek help and for those who desire to make a difference in the Lehigh Valley. We address immediate needs such as food and basic hygiene, provide short-term housing solutions, and encourage long-term change that will lift individuals out of poverty through housing, case management, and employment assistance. We welcome dedicated staff, volunteers, and donors who recognize that they have an important role to play in building a community that can make a difference.

Our Equity Statement

In light of disparities in opportunity and living standards seen in our community each day, New Bethany seeks equity by offering hope and support to individuals and families who experience poverty, hunger, and homelessness. Through care, dignity, opportunity, voluntarism, philanthropy, justice, and innovation, New Bethany contributes to a more diverse, equitable community, including the people we serve, our volunteers and Board, and our Staff. New Bethany is committed to treating each person, regardless of circumstances, without judgment. No one who seeks help is turned away.

New Bethany Ministries – Residential Advisor

What we offer you

- Hourly pay: \$18/hr
- Medical, dental, vision, and GAP insurance are 100% employer paid for employee coverage
- Life, AD&D, and disability insurance
- Employee assistance program
- 401(k) plan

I'm interested, how do I get started?

Apply to: https://app.jobvite.com/j?aj=oM5WofwV&s=United_Way_LV

Is this the job for you? If not, feel free to share this link with someone who might be interested.

Our hiring management partner is myHR Partner. myHR Partner is not a staffing service or recruiter. All resumes/applications will be reviewed for this position and only for our organization. Thank you for considering us as a potential employer!

At New Bethany Ministries, we continually celebrate the diverse community different individuals cultivate. As an equal opportunity employer, we stay true to that by ensuring that our place can be anyone's place.