



## **RESIDENT ADVISOR (Non-Residential)**

Organization: The AMAAD Institute  
Type of Work: Full-Time (Non-Residential)  
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy, while utilizing an approach that is especially relevant to those whom are disproportionately affected.

AMAAD is seeking a dynamic individual to serve as a non-residential Resident Advisor. The Resident Advisor works collaboratively with the Navigation Support Service Manager to oversee the social, emotional, physical, and educational well-being of residents through creating a safe and happy community within the community by being a welcoming and consistent advisory presence in the everyday life of a Transgender transitional residential facility. The newest property added to AMAAD's transitional housing community, is designed exclusive for Transfemme individuals experiencing homelessness following their incarceration, in support of reducing recidivism, improving individuals' safety and security, while effectively navigating reentry to society. The successful candidate will have a strong knowledge of the best practices in serving as a nexus of support for Transgender individuals and the integration of education and awareness for various community populations.

Like all AMAAD employees, the Resident Advisor should demonstrate a strong commitment to the mission and values of AMAAD and should have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

### **KEY RESPONSIBILITIES**

#### Support Services and Relationship Management

- Responsible for being an after-hours presence for Transfemme residents;
- Follow a framework of care goals and program protocols to ensure resident safety, provide crisis intervention and de-escalation along a spectrum of intervention techniques;
- Implement philosophy of care, house rules, including housing-first, harm-reduction, and trauma-informed care principles;
- Provide a welcoming presence onsite for residents to engage with answering questions and providing information;
- Monitor resident access, including appropriate entry and departure, and oversee residential spaces to safeguard resident care;

#### Operational

- Produce reports of daily activities and irregularities, such as calls to emergency services, criminal activity such as theft, presence of unauthorized persons, or other unusual occurrences';
- Follow alarm procedures and address disturbances in a safe manner, calling proper authorities if necessary;
- Follow communication protocols to inform appropriate AMAAD staff regarding emergency issues, including after-hours facilities maintenance;
- Assist with coordination of case management, housing and other onsite service staff on behalf of residents that need after-hours support
- Participate in staff meetings, planning meetings and other meetings as needed;
- Other duties as assigned.

#### AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission

in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender nonconforming people;

- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams, based on talent, skills, and interest.

#### **SKILLS AND ABILITIES**

- Demonstrated success skills in judgement and decision-making, problem solving, identifying measures of system performance and actions to improve performance;
- Ability to learn policies and procedures from both verbal and written sources;
- Excellent initiative, resourcefulness, and attention to detail;
- Flexible, resilient, self-starter with a good sense of humor.

#### **EXPERIENCE AND EDUCATION**

- One (1) year minimum of experience in related field; specifically working with individuals experiencing homelessness/housing instability, reentry;
- Bachelor's degree, welcomed, or the combination of education, training and experience commensurate with others in this position;
- Knowledge and/or experience working with LGBTQ+ community and familiarity of the issues of particular relevance to Transgender people;
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **COMMITMENT:**

- Monday through Friday, approximately 9:00AM – 5:00PM (occasionally later with some weekends depending on programming)

#### **COMPENSATION:**

- (\$25hr) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases. Because we value staff tenure in each role, we do not currently cap salary ranges.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC), and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

#### **HOW TO APPLY**

Qualified candidates please email a cover letter and resume to [jobs@amaad.org](mailto:jobs@amaad.org). Please include all documents as one pdf file and use 'Resident Assistant – non-Residential' in the subject line.