



RESIDENT ADVISOR TEAM LEAD

Organization: The AMAAD Institute
Type of Work: Full-Time
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 Resident Advisor Team Lead (RA-TL). The RA-TL will report to and work collaboratively with the Housing Leadership Team to provide on-the-job direction, advice, counsel or guidance to other Resident Advisors, handle administrative tasks related to logistical support for programs and special projects, and help manage cultural or personal adjustment, or difficult relationships. This candidate will also be responsible for report writing and records management, and overseeing all other aspects of daily living for the participants. The RA-TL is expected to use a highly individualized approach when developing implements and evaluating team and participant necessities.

Like all AMAAD employees, the RA-TL 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

Team Lead Responsibilities

- Provide encouragement and moral support to all Resident Advising teammates and demonstrate care for their identities and concerns for their personal and professional well-being;
- Coordinate with Housing Leadership Team on all issues related to the health of the housing team and its properties;
- Identifies Resident Advisors with special adaptation and initiates support in a diplomatic and sensitive fashion;
- Directs Resident Advisors to appropriate resources and sees rapid solutions to problems and conflicts;
- Advises and recommends changes when appropriate, to the Housing Leadership Team regarding policy, operations, strategies, management/supervision, and administrative, in order to improve Resident Advisor Team support and promote equity;
- Supports the larger team as a team member through active participation in staff meetings and other in-house forums as well as during community activities;
- Ensures complete confidentiality regarding all information related to AMAAD Staff, Participants, and operations.

Operational Responsibilities

- Establishes and maintains a professional and creative learning environment to support the program goals of the Housing Team;
- Ensures resources are used in an effective and proper manner in the continuous quality assessment of the program;
- Works directly with the Housing Leadership Team in preparing and monitoring facilities and participant basics – submitting reports as required.

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

- Excellent organizational and time-management skills, and ability to prioritize work;
- Excellent interpersonal skills;
- Attention to detail and problem-solving skills;
- Working knowledge of office equipment: computers, printers, copy machines;
- Available for weekend and evening work, as needed;
- Regular driving is required; applicant must hold a valid driver's license;
- Must be able to lift 20 - 30lbs;
- Flexible, resilient, self-starter with a good sense of humor.

EXPERIENCE AND EDUCATION

- High school diploma required; Bachelor's degree, welcomed, or the combination of education, training and experience commensurate with others in this position;
- Ability to work in a high-paced environment with continual distractions;
- 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:

- (\$26 hr) 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. Please include all documents as one pdf file and use 'Resident Advisor Team Lead' in the subject line.