

# RESIDENT MENTOR

## DEPT: PROGRAMS



Reports To: Program Director  
FLSA Status: Part-time (Non-exempt)

Summary: Lead daily resident Bible study (when asked upon), and maintain weekly appointments with each client in the restoration program to help facilitate quality progress through our five-phase Restoration. Curriculum, consult with the Program Director for material revisions per client.

Required duties and responsibilities:  
(Other Duties May Be Assigned As Necessary)

### General

- Meet with each resident weekly to discuss curriculum progress in a trauma-informed discipleship method
- Report progress and pertinent information to Program Director in a timely manner
- Complete appropriate forms daily and report metrics weekly
- Coordinate with case management to determine each resident's weekly schedule as well as communicate new needs that are discovered
- Give curriculum and program feedback received from residents to Program Director
- Must be willing to participate in ongoing training and implement best practices
- Enforce program guidelines, policies, and procedures

### Qualifications

- Must have communication, writing, and language skills
- Must be extremely detail-oriented
- Must have strong time-management skills
- Must possess a high capacity for managing multiple event and project logistics

### Computer and Communication Skills

- Excellent computer skills needed
- Must be able to manage time efficiently to meet expected weekly deadlines
- Able to read, analyze, and interpret professional journals
- Able to write reports, presentations, blogs, and essays, as needed

