



## **COLLEGE FOR LIVING ADVISOR Job Description**

### **MINIMUM QUALIFICATIONS:**

- At least 21 years of age
- Bachelor's Degree in a related field or equivalent experience
- Proficient knowledge of computers and Microsoft Office preferred
- Must be able to work independently, take initiative and be self-motivated
- Previous experience with persons who have intellectual disabilities
- Education experience preferred
- Demonstrated leadership skills
- Innovative
- Proficient in public speaking and presentations
- Managerial experience preferred
- Requires an interest in working with people in a community setting
- Requires valid driver's license, current auto insurance, and independent transportation

### **POSITION SUMMARY:**

The College for Living Advisor is responsible for the general administration, operations, and overall quality of the College for Living. The goal of College for Living is to facilitate independence and daily life skills and provide a "college-like" experience for IDD adults. Collaboration with other Day Spring programs is expected in order to provide engagement opportunities for residents. The College for Living Advisor is expected to design, plan, and implement educational experiences for the students. Recruiting opportunities in the community will require professional public speaking skills the Advisor is expected to positively represent Day Spring at all times. The Advisor will supervise and schedule Life Skills Mentors associated with planned curriculum and ensure a well-rounded approach to learning. The College for Living Advisor is supervised by the Chief Program Officer.



### **EMPLOYMENT EXPECTATIONS:**

- ❑ Dependability
- ❑ Appropriate use of supervision and consultation
- ❑ Ensure a safe, clean and comfortable living situation
- ❑ Maintain clear and accurate records
- ❑ Cooperation, respect, and openness to the insights of others
- ❑ Compliance with personnel and service delivery policies of Day Spring
- ❑ Monitor and advocate for the rights and welfare of the students
- ❑ Willingness to learn
- ❑ Attendance at required meetings and trainings
- ❑ Commitment to building community and modeling the mission of Day Spring

### **RESPONSIBILITIES:**

- ❑ Maintain an education-, growth-, and development-oriented atmosphere in the College for Living
- ❑ Oversee the development and implementation of Life skills Development Programs for each College for Living student
- ❑ Facilitate the program planning process for each College for Living participant via Annual Planning meetings as well as Monthly Progress Review meetings
- ❑ Assist in hiring and interviewing new Life Skills Mentors for the College for Living
- ❑ Train, supervise, and direct Life Skills Mentors to fulfill the support and training needs of the College for Living students
- ❑ Prepare and maintain work schedules for the College for Living
- ❑ Handle "first line" grievances within the College for Living
- ❑ Ensure policy and regulatory compliance
- ❑ Collaborate with DORS College for Living budget and purchasing
- ❑ Ensure maintenance and housekeeping of building, grounds, and vehicle
- ❑ Maintain clear and accurate records as required
- ❑ Read contact sheets and monitor appropriately
- ❑ Monitor community-based experiences as they pertain to the College for Living and the student's identified goals
- ❑ Serve as the primary liaison with students' families
- ❑ Collaborate with other Day Spring programs for inclusion and opportunities for residents



- Community recruitment for program growth including but not limited to: career fairs, social media, agency collaborations, etc.
- Review and revise enrollment applications and expectations with supervisor approval
- Plan family engagement opportunities
- Tour prospective residents and their families and ensure the building and apartments are clean
- Lead the transition-planning process for students as they approach graduation from their program
- Provide Life Skills Mentor services regularly and on an as-needed basis
- Participate in on-call responsibilities for the College for Living

**COMPENSATION:**

The starting pay range for this position is \$32,000-\$35,000 based upon proven experience and related skills. Full benefits are available and a lucrative vacation and sick accrual opportunity. Specific information is available upon request.