



JOB DESCRIPTION

Date Updated:	January 15, 2023	Position:	Resident Advisor
Department:	Programs	Reports to:	Sr. Director of Program Services
Location:	The Melody	Salary Range:	Onsite Housing + \$1000 Monthly

Position Summary:

"The Melody at 184 Forsyth" is an innovative pilot program in Atlanta, focused on providing sustainable, comfortable, and secure living spaces for individuals experiencing homelessness. This initiative repurposes shipping containers into fully functional tiny homes, offering a unique approach to urban housing challenges.

We are seeking a dedicated and responsible Residential Assistant (RA) to join our community. The RA will play a crucial role in maintaining a safe, comfortable, and well-organized living environment for our residents. This position is ideal for individuals who have previously experienced homelessness, are community-oriented and possess strong communication and problem-solving skills.

Key Responsibilities:

- Resident Support and Engagement:
 - Create a welcoming and supportive community atmosphere.
 - Provide informal support and guidance to residents.
 - Support property management and service providers to organize community-building activities and educational workshops.
- Project Operations and Facility Management:
 - Oversee the locking and unlocking of community facilities daily.
 - Monitor and report on the condition of homes and communal areas to property management.
 - Coordinate with service providers and volunteers to support residents.
 - Monitor community's guest policy
 - Work with security team to ensure visitors comply with visiting hours and other guest-related rules.
 - Serve as an onsite, after-hours point of contact for residents to guide them through emergency and crisis protocols.
- Administrative Duties
 - Assist in developing ideas for improvement.
 - Provide property management and service provider with regular updates and feedback.

Qualifications & Skills:

- Lived experience of homelessness or working with vulnerable populations.
- Strong interpersonal and communication skills.
- Ability to work both independently and as part of a team.
- Knowledge of property maintenance and safety protocols.
- Flexibility to work evenings and weekends as necessary.
- Bachelor's degree in social work, psychology, or a related field (preferred but not required).

How to Apply

Submit your resume and cover letter to apply@hopeatlanta.org with "The Melody at 184 Forsyth - Resident Advisor" in the subject line.