



Evening and Weekend Community Support Staff

Employment Status:	Non-exempt
Reports to:	Program Manager
Pay Rate:	Depends on experience and education; baseline (minimum) pay rate \$18/hr. Healthcare cost reimbursement for full and part time staff (\$200/month); Paid Leave Time for full time staff
Schedule:	Full Time or Part Time available

Overview:

Casa Milagro is a community-based home and program for individuals experiencing homelessness who are also living with (recovering from) disabling mental health conditions. We strive to provide a safe, supportive, and uplifting environment for the recovery, growth, and optimal thriving of all we serve. We offer permanent supportive housing (PSH), which includes coordination of health care, a daily nutrition and household work program, assistance with medication, community-life activities, and around-the-clock presence. We are currently hiring support staff who provide direct support to those we serve and help maintain the positive functioning of the home during evenings and weekends.

Responsibilities:

- Abide by confidentiality agreement to maintain resident rights to privacy.
- Maintain a nonjudgmental attitude and ‘unconditional positive regard’ for residents.
- Oversee medication administration for all residents and maintain precise records in the Medication Administration Record (MAR).
- Oversee and encourage resident participation in community daily work and activities programs.
- When time permits, find creative, positive ways of engaging with residents.
- Attend ‘all-staff’ meetings and proactively offer insights and suggestions regarding how staff might adapt to emergent needs.
- Provide crisis management and conflict mediation, as needed.
- Communicate with program supervisors in crisis situations and communicate with emergency services as needed.

The most important qualifications/characteristics for a person in this community support role are:

- Good listening skills with a trauma-informed lens (ability to listen to difficult expressions.)
- Good communication skills.
- An ability to maintain calm.
- An ability to maintain healthy boundaries.
- The ability to encourage others who may be struggling without losing patience.
- An ability to attend to details, particularly for maintaining medication administration records.
- A team-oriented, collaborative mind set.
- A desire to serve others in times of acute hardship and a curiosity about how they might achieve recovery, healing, wellness.
- An awareness of implicit bias and openness to challenging oneself and others to overcome it.
- Flexibility in scheduling.

To apply for this position, email a cover letter, resume, and 2-3 references to Desirée Bernard at dlb.casamilagro@gmail.com. For more information visit: www.casamilagrosantafe.org.