



GOVERNMENT OF

**Monroe County**  
I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department Name:</b>	Youth Services Bureau of Monroe County - Binkley House Emergency Youth Shelter
<b>Position Title:</b>	Part-time Residential Coordinator
<b>Position Summary:</b>	Binkley House is seeking a part-time Residential Coordinator who is mature, responsible, and able to positively and appropriately guide youth experiencing difficulties. Residential Coordinator duties include supervising and monitoring behavior of shelter residents. Coordinating activities and games, monitoring contact with visitors, providing rewards and/or disciplinary action according to behavior modification program, directing chores, supervising meal preparation and ensuring proper nutrition, deescalating problem situations, and conducting security and bed checks. Reads, reviews, and records shelter log at the beginning and during shift to monitor client activities. Answers the shelter telephone, conducts initial referrals, reviews and updates resident medication schedules, conducts emergency drills. Supervises, monitors, and directs staff on shift.
<b>Qualifications:</b>	Must be at least 21 years of age. Associates degree in social work, sociology, psychology, or related field. Previous experience working with adolescents in a residential care program, or equivalent combination of education and experience. Must possess a valid driver's license.
<b>Hourly Rate:</b>	\$18.00/hour
<b>Hours:</b>	Minimum hours would be Tuesday 6:00am-2:30pm. Additional shifts are available up to 28 hours per week. Hours can include weekends, evenings, overnights, and holidays.  Various Shift Schedules: 3 <sup>rd</sup> Shift: 2:00PM-10:30PM 1 <sup>st</sup> Shift: 10:00PM-6:30AM 2 <sup>nd</sup> Shift: 6:00AM-2:30PM  Staff must be awake on shift per regulation.
<b>Deadline for Application:</b>	Until filled
<b>Submit Cover Letter, Resume and References via:</b>	<a href="https://youthservicesbureau.bamboohr.com/jobs/">https://youthservicesbureau.bamboohr.com/jobs/</a>

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462