



Transitions Advisor/Campus Life Floater

Good Will-Hinckley is looking for a motivated and energetic individual to join the College Step Up Program on its Hinckley campus. This position is responsible for the supervision, health, and safety of students who are enrolled in the College Step-Up/Transitions Program and reside on the campus of Good Will-Hinckley on a year-round basis. The person in this position would not only support the student and their individual vocational goals they will also be responsible for teaching Life Skills through a coordinated and planned curriculum. Additionally, this person would act as the Campus Life Floater, assisting the Campus Life staff for a portion of the work week. This person would be the first contact for program issues during the evening hours and occasional weekends.

Duties and Responsibilities Transitions Advisor:

- Participate in Professional Development opportunities such as making referrals, recognizing, and responding to signs and symptoms of trauma and signs of suicide risk.
- Independent program decision making and problem solving at the Dormitory Supervisor level.
- Address and report, as necessary, all program issues to immediate supervisor.
- Maintain confidentiality in all matters, as necessary.
- Supervise Transitions Program Monday thru Friday and occasionally on weekend nights.
- Transportation to and from work, medical and mental health appointments, grocery shopping, job hunting, driver's education, etc.
- Study with students for driver's education, permit tests and driver's tests, and practice driving for tests.
- Daily student documentation (progress, checklists, etc.).
- Maintain student files and records.
- Teach group and individual life skills through a coordinated and planned curriculum. Topics to include but are not limited to job readiness, communication, community resources, housing, shopping, budgeting, relationship building, social skills awareness, as well as any other topic in need of teaching.
- Complete Casey Life Skills strength and needs assessments.
- Complete Future Plan and Progress Report (FPPR) Weekly Reflections and Directions with students.
- Perform regular dormitory inspections to ensure students are maintaining apartment and bedroom cleanliness and teaching minor maintenance and repair.
- Monitor community service hours for food stamps.
- Complete Youth Connection Scales with students to assist them in reaching out to former supports to establish a reconnection of the relationship for students.
- Report all incidents of work-related accident/illness within 24 hours; maintain a safe work environment; ensure that a safe environment is maintained in the workplace by adhering to all safety rules and requirements (Safety Policies) and report any safety hazards to immediate supervisor.
- Demonstrate awareness and sensitivity to the cultural and socioeconomic characteristics of the service population.
- Other such duties as may be reasonably assigned.

Duties and Responsibilities Campus Life Floater

- Transportation, supervision, health and safety of students who are enrolled in the Maine Academy of Natural Sciences and Campus Life Program.
- Provide tutoring for students.
- Assist with daily routines around meals and other activities.
- Work effectively with professionals on and off campus.
- Fill out daily pre-trip sheets and time sheets.
- Abide by all State of Maine and Federal motor vehicle laws and school board policies.
- Maintain control of passengers and ensure their safety.
- Drivers will report all student disciplinary matters to supervisor.

Qualifications:

- Associate degree in Social Sciences preferred or may substitute training and experience working with non-traditional students.
- Satisfactory reference, background and health checks. Must have a valid Maine driver's license.

Benefits include health, dental, long-term disability, and life insurance, Maine State Retirement and 401K; Earned Paid Leave, and recognized holidays.

Interested applicants please submit a cover letter, updated resume, copy of license, three letters of reference and a completed application using the "GWH Employment Application" which can be downloaded from our website at <https://www.gwh.org/employment-opportunities> to:

HR@gwh.org
or mail to Human Resources, PO Box 159,
Hinckley, ME 04944.

Please reference "Transition Advisor" in the subject line or cover letter in your correspondence.

We are an equal opportunity employer.