



▼ BULLETIN BOARD POSTING ▼

From: Belinda Flowers
Human Resources Manager
DETROIT RESCUE MISSION MINISTRIES
150 Stimson, Detroit, MI 48201
Fax: (313) 831-2299

POSITION TITLE: RESIDENT SPECIALIST – FULL-TIME

FACILITY / PROGRAM: ALL FACILITIES– (FEMALE EMERGENCY SHELTER, TRANSITIONAL HOUSING, SUBSTANCE ABUSE TREATMENT, AND CHILDREN YOUTH SERVICES). (MALE EMERGENCY SHELTER, TRANSITIONAL HOUSING, AND SUBSTANCE ABUSE TREATMENT).

MINIMUM QUALIFICATIONS: High school diploma, or GED. Possess experience in the human service field. Ability to pass the Pre-Employment Test, Criminal History Background Check, Drug Screen, and Physical examination. Ability to write reports and maintain accurate record keeping. Possession of skills and personal attributes needed to perform each responsibility described below.

ADDITIONAL SKILLS: Ability to handle multiple tasks; ability to work independently or as part of a team. Background in security.

GENERAL RESPONSIBILITIES: To report on a daily basis to the Director and the in-coming shift staff the current status of residents, all admissions and discharges, and significant events of the facility. Orient new clients to the home and its rules, regulations and operation procedures and enforce them. Maintain peaceful conditions among the residents; as well as cleanliness of the facility. Maintain and monitor facility grounds. Moreover, promote the general welfare of the residents by providing for their safety.

APPLICATION: Applications available at the above address or online at www.DRMM.org. You may fax your application along with current resume attention Human Resources Department at the number listed above, or e-mail it to Belinda@drmm.org. **ONLY APPLICANTS WITH THE REQUIRED QUALIFICATIONS NEED TO APPLY.**

“NO PHONE CALLS PLEASE!”