



## FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South  
Batesville, MS 38606  
Telephone: 662.563.4656  
Facsimile: 662.563.1644  
Toll Free: 800.733.5627

### RESIDENTIAL ADVISOR

Department: Community Living  
Classification: **Non-Exempt**  
Status: **Full-Time**

Reports To: Community Living Manager  
Dates of 1st Posting: 06/09/2025 – 06/15/2025  
Salary: **Contact Human Resources**

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#### **GENERAL FUNCTIONS:**

Maintains a safe, clean and orderly dorm by effectively controlling student behavior.

#### **MINIMUM QUALIFICATIONS:**

Education: High School Diploma or GED.

Experience: Residential experience in a group home or college dormitory setting preferred.

Days/Hours: **40 hours per week/ 5 day a week**

#### **JOB DESCRIPTION:**

Ensures accurate accountability of students that are present for duty on center.

Provides counseling and guidance to students in assigned dorm on attitude, behavior and inter-personal relationships with others.

Monitors student activity in the dorm and ensures appropriate student behavior.

Directs students and may assist during maintenance and clean-up of dorms and dorm areas.

Provides students with training in independent living and leadership skills.

Reinforces positive behaviors and holds students accountable for negative behaviors.

Maintains all shift logs, enters data into the Center Information System and Student Folders and reports any unusual or critical incidents to superiors.

Supports Dorm Supervisor, Counselor and other team members in providing effective case management services to students on their assigned caseloads.

Acts as a member of a team with other Independent Living Advisors assigned to a dormitory by completing assigned shift duties and communicating all shift specific information appropriately.

Acts as an advisor to Student Peer Court.

#### **LICENSE OR CERTIFICATIONS:**

A valid Regular Driver License is required.



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Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center  
Attn: Human Resources  
pittman.lucy@jobcorps.org  
Visit our website at  
<https://www.etrky.com/career-center/>  
An Equal Opportunity Employer  
M/F/ Veterans/Disability

