



Dr. Benjamin L. Hooks Job Corps Center
 1555 McAlister Drive
 Memphis, TN 38116
 Phone (901) 396-2800 ~Fax (901) 344-5930

**EMPLOYMENT OPPORTUNITY
 (1st Internal/External Posting)**

Residential Advisor (PRIME)

Department: Residential
Classification: Non-Exempt
SOC Code: 39-9041
Status: Full Time

Reports To: Supervisor of Dorm Life
Dates of Posting: 11/28/2016 – 12/5/2016
Salary: Contact Human Resources

GENERAL FUNCTIONS:

Provide guidance, direction and supervision to students in the assigned dormitory in accordance with PHR Chapter 3; 3.16. Assist students in achievement of academic, career technical training, and employability goals. Assist students in development of self-management, independent living and community living skills. Model workplace expectations, and mentor and monitor students in achieving the Career Success Standards competencies.

MINIMUM QUALIFICATIONS:

A High School Diploma or equivalent required. Education above the high school level with experience working with youth in a residential setting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective verbal and written communication skills; Effective organization skills;
- Effective interpersonal skills

LICENSES OR CERTIFICATES: A valid Regular Driver License is required.

DAYS/HOURS:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:45PM- 11:45PM	2:45PM- 11:45PM	2:45PM- 11:45PM	2:45PM- 11:45PM	2:45PM- 11:45PM	OFF	OFF

Interested internal applicants apply online, forward a letter of interest with current updated resume and appropriate credentials to:

**Dr. Benjamin L. Hooks Job Corps Center
 ATTN: Human Resources
 1555 McAlister Drive Memphis, TN 38116**

Visit our website at <http://www.minactjobs.com>

Your application will not be considered if you fail to meet the required deadline.

**An Equal Opportunity Employer
 M/F/Veterans/ Disability**

MINACT is a Federal Contractor and desires priority referrals of protected veterans

