Girls Educational & Mentoring Services (GEMS) is a 501 (c)(3) non-profit organization whose mission is to empower young women, ages 12-24 years, who have experienced sexual exploitation and violence to exit abusive and unsafe lifestyles and to develop their full potential.

Key Tasks and Responsibilities

This statement of duties is for purpose of identifying this position but it is not limited to:

- Maintain and promote the cooperative, harmonious, teamwork environment GEMS strives to promote within the workplace. Maintain and promote an atmosphere of dignity and respect in line within the philosophy and policies of GEMS to all residents and staff.
Supervise all house staff, residential counselors and case managers and report to the Chief Program Officer. Responsible for hiring shift counselors and providing ongoing support and training and ensuring open staff communication.

Maintain shift coverage and ensure 24 hour supervision at the residence and ensure utilization rates are high in both GEMS residences.

Ensure safety of residents and promote confidentiality. Comply with all Runaway and Homeless Youth regulations and Office of Violence Against Women regulations.

Maintain through and accurate records, files, correspondence and statistics; complete necessary documentation in a timely, accurate and complete manner. May include, but not limited to, case management notes and progress, notations in the TIL log, bed roster, incident reports, sign-in sheets and referrals.

Respond to crisis as needed and respond appropriately to emergencies including contacting appropriate staff, interacting with police, fire and medical personal as needed.

Set and contribute to as safe, therapeutic and empowering atmosphere by enforcing program polices and procedures.

Work in collaboration with staff and members to develop programming that facilitates around life-skills, self-care, personal interaction and healthy social relationships.

Participate in main office events, staff meetings and collaboration with all GEMS staff and members.

Sustain a nurturing and healthy household for all residents and staff alike.

Additional Qualifications

- Master’s degree in social work or related field of study or equivalent experience
- Prior experience working with youth required. Sensitivity to the needs of runaway and homeless and commercially sexually exploited youth;
Girls Educational & Mentoring Services: Residential Director

• Experience working with mental health related issues, complex trauma, substance abuse, domestic violence, HIV/AIDS related issues and crisis intervention techniques;
• Strong written/oral communication skills; proficient in the use and operation of computers and basic MS applications
• Supervisory experience required
• Knowledge of youth development principals

How to Apply

Please email a cover letter, resume and salary requirement with “Residential Director” in the subject line to our Operations Department at resumes@gems-girls.org.

WE WILL BE REVIEWING ONLY THOSE RESUMES WITH SALARY REQUIREMENT INCLUDED.

No phone calls please!

SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!