



JOB POSTING

JOB TITLE: Residential Services Weekend Support

10.2025

REPORTS TO: Residential Services Manager

STATUS: Saturdays 2p-11p and Sundays 7a-11p; Non-Exempt

PRIMARY FUNCTIONS:

- Monitor residents during assigned hours, remaining awake and alert for the entire shift.
- Conduct room inspections and walk-throughs.
- Communicate effectively and work cooperatively with residents, VOC staff and community professionals.
- Provides role modeling to residents regarding their behavior and interactions with others.
- Maintain documentation of interventions, meetings, required correspondence, and in general, maintain residential records for the shift.
- Coordinate activities and maintain appropriate schedules for location.
- Communicates concerns regarding client statements or behaviors to appropriate program staff.
- Write reports and other documents required by the agency.
- Work a flexible weekend schedule, varying hours according to program needs.
- Provide individual support to clients and facilitate conflict resolution between residents.
- Actively participate in agency meetings and training sessions.
- Administer observed urine screens (male staff only) and Breathalyzer.
- Support the mission of VOC, and collaboration both inside and outside of the organization.
- Conduct outreach as needed.

QUALIFICATIONS:

- HS diploma or higher level of education achieved along with one year of experience in a residential facility or other relevant work experience.
- Experience working with veterans and/or the homeless and at-risk population strongly desired.
- Military (or military spouse) experience strongly preferred.
- Proficient/Skilled in use of web portal, the internet, and Microsoft Office applications.
- Reliable, dependable, and capable of maintaining confidentiality.
- Able to work effectively with a culturally diverse population.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

***Veterans Outreach Center, Inc. is an equal opportunity employer.
Veterans of the U.S. Armed Forces are encouraged to apply.***