

Assigned Person:

(Check One) Part-Time Full-Time (Check One) Salary Hourly

Hours worked weekly: Resident Assistant – Afternoon/Evening/Overnight

Position Focus Sheet

I. Title of Position:

- Resident Assistant

II. Purpose of Position: (general description)

Resident Assistant will share the vision of the organization and work as part of a team to help foster the emotional, spiritual, physical, and mental needs of the residents in a Christ-centered household. Responsibilities will also include basic office management tasks such as answering phones, filing, scheduling/confirming appointments, general office responsibilities, maintaining volunteer base, processing incoming donations, assisting with fundraising events, and other tasks as assigned by the Executive Director as a part of the team.

- Provide overnight bedroom checks for the residents and ensure facility is properly locked and secure and that residents are doing their nightly devotionals and case plan goals/chores.
- Ensure that residents are up each day and following their morning routine and know what their schedule looks like for the day.
- Carry out “on duty” coverage responsibilities as scheduled
- Account for residents when “on duty” and ensure secure environment
- Assist in providing health and safety needs of residents by responding appropriately if an illness or emergency occurs
- Report maintenance and supply needs to the Daytime Case Manager
- Be an engaging presence in the house that ensures warmth and acceptance to both new and “veteran” residents
- Employ conflict-mediation and confront bullying behaviors, as needed, to maintain a peaceful atmosphere
- Plan, encourage and participate in on-duty activities that foster physical and mental well-being, i.e., walks in the park, creative outlets, games, etc.
- Assist Daytime Case Manager in assessing client needs, situation, strengths, and supports upon admission to program
- Assisting Daytime Case Manager with client treatment plans that are specific, measurable, attainable, realistic, relevant and time limited

(currently using STAR program which serves as their IGP and must keep these plans up to date and follow protocol and provide timely reports as needed)

- Assist Daytime Case Manager in ongoing assessment and monitoring progress of client short and long term goals
- Assist Daytime Case Manager - if there are additional services needed and schedule services accordingly (enrollment in school, WIC, Loving Choices, counseling, prenatal appts. etc. – all new resident checklist items)
- Assist Daytime Case Manager - Providing clients with referrals needed to overcome barriers to self sufficiency
- Assist with immediate personal/family crises
- Assist Daytime Case Manager - Providing direct education and training to assist clients with overcoming barriers to self-sufficiency individually or in group – life skills classes
- Assist with identifying resources that need to be brought into program to enhance life skills
- Assist Daytime Case Manager - Developing an aftercare plan and connecting client with outside resources one month prior to discharge, or immediately upon eviction
- Assist Daytime Case Manager - Order, log, distribute medication as needed
- Transport clients to scheduled appointments and events
- Intake and discharge of residents when Executive Director is unavailable
- Assist Daytime Case Manager - Take residents shopping and assist them with budgeting and WIC – household grocery shopping/gas for vehicles
- Write daily resident notes of significant interactions with the residents and case plan progress
- Provide leadership and training as needed to relief staff
- Give tours, as needed, to prospective new residents
- Work collaboratively with Executive Director and other Case Managers to make sure shifts are covered by volunteers, if needed
- Attend monthly staff meetings
- Attend continuing education classes
- Schedule residents for classes required for the IGP goals
- Receive and follow-through with house emails and phone calls, communicating accurate information to contact persons
- Keep resident statistics current
- Help at all fundraisers as part of the team
- Responsible for keeping the house “tour ready” and giving tours as needed, when Executive Director and Development Coordinator are unable
- Assist Daytime Case Manager - Receive and log in-kind donations and issue thank-you cards
- Track weekly spending of fuel, grocery, household, and office supplies

- Other duties as assigned

III. Reports To: (direct supervisor)

- Rachel Cox, Executive Director

IV. Primary Strengths Required:

- Strong knowledge of resources available in the community
- Organized
- Highly developed case management skills – notes, planning, goal setting
- Well-planned
- Team player
- Strong communication skills – able to effectively communicate to other members of team each resident's needs

V. Minimum Requirements

- Must be able to pass a state and federal background check
- Must have a valid driver's license and clean driving record
- Bachelors degree in Social Work, Psychology, or Human Services preferred
- Able to obtain and maintain CPR/1st Aid certification

VI. Additional Information

- Staff apartment room and bathroom with access to shared kitchen and living room (rent & utilities included)
- Use of personal care and pantry items for personal use (fairly)
- Tentative hours – one weekend per month (typically the 4th weekend per month), overnights 10pm-7:30am Sunday-Wednesday, and 15-20 hours of afternoons/evenings varied throughout the week. This is a salaried position.