

Position: Residential Assistant	Reports To: Residential Coordinator Supervisor
Direct Reports: None	Created: 7/15/16-Revised 8/2019

JOB OBJECTIVE

The Residential Assistant position is relational as well as functional. This person is responsible for securing the home for the residents and supervising and holding residents accountable to their program and assisting with needs for the resident as they arise on the night shift. They will also file and have occasional clerical work to attend. The Residential Assistant will work under the direction and support of the Residential Coordinator Supervisor.

DUTIES

- Securing the building for the residents during the night shift
- Always be available to support residents
- Be available to assist residents with their medical needs if ill during the night
- Maintain daily and weekly communication with Residential Coordinators during shift change
- Ensure house operates according to guidelines
- Answer phones and check messages, as needed
- Perform clerical duties as needed
- Attend monthly meeting with Residential Coordinator Supervisor

KNOWLEDGE, SKILLS, AND ABILITIES

- Possess the ability to multi-task and follow through until tasks are complete
- Knowledge of crisis intervention and conflict resolution skills
- Ability to interact effectively and in a supportive manner with all personnel of all backgrounds, under stressful circumstances
- Proficient written and verbal communication skills
- Ability to work in a team environment and develop harmonious relationships
- Possess the ability to manage stressful situations and adapt to change

EDUCATION AND EXPERIENCE

- Have a working familiarity with issues and obstacles faced by people in crisis and/or homeless situations with life controlling problems
- First Aid training and CPR Certification
- Ability to demonstrate a committed Christian faith
- Have a current valid California driver’s license and automobile insurance and access to an automobile (if needed)

WORKING CONDITIONS

- Lifting of items under 20 lbs (e)
- Stairs are needed to access some of the campus (e)

(e) Denotes “essential function” as defined by the Americans with Disabilities Act (ADA)

I have read and received a copy of the above Residential Assistant Job

Printed Name

Signature

Date