



POSITION DESCRIPTION

Position: Resident Advisor
Program: Laverne Adolfo Program
Reports to: Program Director
Status: Non-Exempt
Date Prepared: 04/2018

POSITION SUMMARY:

The program provides youth who are between the ages 18-24, and who have histories of out-of-home care, with up to two years of safe and supportive transitional housing. The purpose of the program is to provide an environment of healing, support, education and training in an effort to build for each youth a solid foundation of independent living skills, social skills, employment, education and personal responsibility within the safety of transitional housing.

The Resident Advisor is responsible for problem-solving identifying resources within the community, attending ILP Advisory Committee for additional resources to the youth residing in the transitional housing program. The Resident Advisor is also responsible for working closely with the Program Director to insure the safe and effective functioning of the housing sites. Additionally, the Resident Advisor is responsible for complying with all record-keeping requirements of the agency and its funding partners.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the program.
 - 1. Assisting Program Manager with weekly orientations and in-depth assessments for potential clients.
 - 2. Assess, identify and coordinate supportive service options for each resident within the program.
 - 3. Develop, monitor and evaluate individual case plans with each resident regarding both short and long-term life goals.
 - 4. Provide independent living skills workshop, practical living skills coaching and crisis intervention services.
 - 5. Assist with the training of the on-site, 24-hour mentor staff to create and maintain a participatory team of staff providing empathic and supportive services to residents.
 - 6. Maintain all access to client information and other required record keeping in a professional, accurate and confidential manner.
 - 7. Facilitate recreational activities, transportation services, and group education/training for residents.
 - 8. Maintain clear, professional and effective communication with the Program Director and Program Manager, mentor staff, Independent Living Program staff, and other Youth Team participants.
 - 9. Other duties as assigned and include emergency shift coverage and 24-hr crisis intervention as required.

- B. Responsible for assistance with client development.

1. Provide intervention, independent living skills education, practical living skills coaching and crisis intervention services.
 2. Role model positive behavior to help clients as they work towards self-sufficiency.
 3. Develop curricula and conduct groups with the residents.
- C. Responsible for all areas of daily program maintenance in compliance with company policies.
1. Document and report all client concerns and/or infractions that can affect the program security.
 2. Review all shift logs, observation logs, and incident reports daily.
 3. Maintain clear, professional and effective communication with the Program Director, mentor staff, Independent Living Program staff, and other Youth Team participants.
 4. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for the assistance of training and development of new staff.
1. Assist the Director in department orientation and training of new employees and intern as requested to assure quality work outcomes.
 2. Suggests appropriate ongoing training for both new and existing staff and report needs to management.
 3. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- E. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
 2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

EQUIVALENT EDUCATION AND EXPERIENCE:

A Bachelor's Degree in social work or other related field is preferred. Must have at least one year of experience working with youth or other high-risk populations. Additional education (CADAC, etc.) is preferred. This position requires demonstrated ability to communicate, comprehend, and follow through on oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Knowledge of the foster care system and local social service provision is required. Knowledge of teamwork and effective team functioning as well as analytical and decision-making ability is essential.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills
 Skilled in Microsoft and Word computer applications
 Possess excellent organizational skills
 Fluency in English, legible handwriting, skills in record-keeping
 California driver's license and reliable transportation are required.
 Ability to de-escalate crisis and assist residents and staff in emergencies

Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Must possess functional hearing and eyesight
Be able to lift up to 20 pounds
Sit, stand, and walk frequently
Bend, stoop, and kneel frequently

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position has no supervisory responsibilities.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. This position is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITIES

The Resident Advisor is responsible for itemizing their approved expenditures made on behalf of the program and must submit receipts in a timely fashion to the Program Director. Assistance with procurement of program supplies, and client assistance needs is required. Substantial financial loss through loss of business contracts is possible.

This Resident Advisor job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____