

**Position:** Resident Assistant (2), 1 couple or 2 individuals

**Purpose:** Resident Assistants make a one-two year commitment to live on-site and provide general oversight, support and care to residents especially in the morning, at night and on week-ends. RAs work as a team with staff in developing and maintaining an atmosphere which promotes personal growth. Stepping Stones strives to have a positive community environment that is supportive of individual differences and is respectful of the rights of others. The most important role a houseparent will play is that of a role model and leader. RAs emphasize empowerment, inter-agency collaboration, and cross-cultural approaches. Focus is on a well-integrated system of care that provides individualized, person-centered, strength-based, coordinated services to residents. RAs report to the Program Director.

**Responsibilities:** As part of your job description, you are required to live on-site in Apartment # 2619-01.

### Direct Care

- Provide activities which reflect the needs and interests of residents and which foster and promote the development of a positive community. Serve as helper, resource person, and advisor. Be present and approachable to residents.
- Provide morning check-ins with high school residents. Work with Independent Living Coaches (ILC) to coordinate check-ins for other residents.
- Dispense prescribed meds to residents in the morning and evening following meds protocol. Work with (ILC) to ensure refills are maintained.
- Provide oversight of program rules and ensure that safety measures are in place. Encourage residents to be aware of personal and household safety and security issues.
- Assess and address crises that may occur with residents. Use Stepping Stones cell phone and be on call during assigned days.
- As a pair, do drop-ins on residents late at night or early in morning a few times each week.
- Work with Program Director and other staff to address and document infractions to hold residents responsible for their actions and to achieve a consistent staff response.
- Provide transportation to residents to school, appointments, job, or other designated places if needed, especially in the evening or in bad weather.
- Approve overnights for residents.
- Take residents shopping for clothes, groceries or other supplies as needed in the evening.
- Administer medicine or first aid to residents. Take to doctor or emergency care if needed overnight.
- Help update bulletin board and other notices in community center. Maintain high standard of cleanliness, tidiness, comfort, safety, and homeliness. Ensure center is properly closed down each evening.
- Provide support and care during holidays or for other special events (graduation, birthdays, etc)
- Meet with new residents to ensure they are oriented to the program and have what they need to be successful.
- Meet with new roommates to create roommate agreement.
- Mediate roommate conflicts as necessary. Teach negotiation skills
- Monitor residents' households through weekly apartment inspections. Provide coaching and teaching of cleaning/laundry, organization, general upkeep, and maintenance of apartment.
- Participate in weekly resident group meetings.

### Operations

- In conjunction with director, do weekly maintenance inspections to ensure apartments are in good shape. Track outstanding maintenance issues.
- Maintain furniture and supply list of community center and apartments. Keep storage units and garages organized.
- Coordinate requests for furniture or supplies and create/update lists for Christmas donors, Wish Lists and Website.
- Coordinate and ensure that move-ins/move-outs are completed. Oversee cleaning and outfitting of rooms. Conduct inspection w/resident; assess furniture needs; purchase supplies as needed

**Administration**

- Maintain appropriate documentation on all residents. Update CC log, reports, database, files, and checklists.
- Collaborate with staff, interns, volunteers, and other partnering agencies that may be providing support for the residents.
- Communicate with all staff on a regular basis to give resident updates.
- Attend weekly RA supervision meeting (as scheduled) and direct care staff meeting.
- Periodically review contract, handbook, and policies for revisions. Ensure RA manual is up-to-date.
- Observe and follow organizational policies.
- Support organization by participating in special events, fundraisers, and trainings.
- Work with program coordinator to coordinate and oversee volunteers and interns.

**Qualifications:**

- Must demonstrate high level of emotional maturity.
- Must have good driving record and a vehicle in good working condition.
- Bachelor's degree in related field preferred.
- Previous experience working with youth.
- Strong interpersonal skills/ability to communicate clearly and concisely in both verbal and written communication.
- Capacity to create a welcoming and trustworthy space.
- Ability to work independently and make appropriate decisions regarding residents.
- Great deal of tact/diplomacy/patience/judgment required while performing a wide range of evaluative tasks.

**Benefits:**

- Free housing + utilities in exchange for 5 night shifts (Sun-Thurs) 6pm-11:30pm and on call after center is closed until 8am following morning. Drop-ins between 1am-3:30am twice a week.
- Each HP is paid \$11/hour for time spent on tasks outside of normal shift (taking residents to hospital after 11pm; interactions with residents when not staffing center or when other staff is not available, operational or administrative duties, or volunteer coordination). Expectation is for duties to be conducted during shift when feasible.
- Paid as a couple or split between individuals on holidays: \$75 for staffing center (6pm-11:30pm) and \$75 for overnight (11pm-8am) on one of the observed holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. RAs work either Thanksgiving holiday or Christmas holiday.
- Company cell phone shared with weekend staff
- Mileage reimbursement of \$.50/mile

To apply for position, please send cover letter, resume and 3 professional references to Elena Larson @ [elanson@steppingstones-inc.org](mailto:elanson@steppingstones-inc.org). The position is open until it is filled.