

Position: Weekend Resident Assistant (RA)

Purpose: The RA position is a part-time hourly position. Duties include general oversight, support and care to residents. Two RAs work together on Friday and Saturdays from 8pm – 1am to provide a positive community environment that is supportive of individual differences and is respectful of the rights of others. The most important role an RA will play is that of a role model. The RAs emphasize empowerment and cross-cultural approaches. The RAs report to the Program Director.

Responsibilities:

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 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.
- RAs enter residents' apartments (drop-ins) together to ensure that visitors are gone, residents are home, and everything is safe.
- RAs walk around apartment complex a few times each night to monitor residents' safety and security.
- Assess and address crises that may occur with residents.
- 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.
- Dispense prescribed meds to residents in the evening following meds protocol. Administer medicine or first aid to residents. Take to doctor or emergency care if needed during shift.
- Ensure center is clean, organized and properly closed down each evening.
- Ensure time sheet is completed. Ensure laundry is completed.
- Provide support and care during holidays or for other special events (graduation, birthdays, etc.)
- Mediate roommate conflicts as necessary. Teach negotiation skills

Administration

- Communicate with all staff on a regular basis to give resident updates.
- Maintain appropriate documentation on all residents. Update CC log, reports, database, files, and checklists.
- Attend weekly RA supervision meeting (as scheduled).
- Periodically review contract, handbook, and policies for revisions.
- Observe and follow organizational policies.
- Support organization by participating in events, fundraisers, and trainings.

Qualifications:

- Must be at least 21 years of age and 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:

- Paid \$9/hour for staffing center 1-2 weekends per month. Raise to \$9.50 after six months.
- Holiday pay: 150% of hourly rate. Observed holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve, and New Year's Eve.
- No personal or vacation time is provided.
- Mileage reimbursement of \$.50/mile