



POSITION: Residential Advisor

RESPONSIBLE TO: Assistant Director of Post Permanency

SUMMARY: Residential Advisor (RA) supports residents in developing and practicing transitional independent living skills. RAs will assist residents to also provide a safe and supportive environment conducive to growth in physical, social, educational, vocational, emotional, cultural, recreational, and spiritual development.

STATUS: Salaried - Live in 4 days on and 3 days off, then 3 days on and 4 days off (including holidays)

QUALIFICATIONS/KNOWLEDGE/SKILLS

- High School Diploma, or GED required. Prefer Bachelor's degree in human services or related field from an accredited college or university and a minimum of 2 years of experience working with teenage youth or adults.
- Prior experience working with at-risk populations and trauma training preferred.
- Valid driver's license.
- Demonstrated ability to use sound discretion and independent judgment developing and implementing decisions.
- Demonstrated ability to maneuver well in crisis situations.
- Demonstrated commitment to inclusion, diversity, equity and antiracism in working with clients from many different backgrounds.
- Demonstrated ability to work well with others; flexible (including work days and schedule).
- Effective written and verbal communication skills.
- Knowledge of age appropriate independent living skills strongly preferred.

TRAINING REQUIREMENTS

- Staff must complete at least 24 hours of continuing education annually in the areas of child development, permanency planning methodology, group management, preferred discipline techniques, family relationships, human sexuality, health care and socialization, leisure time and recreation, or topics related to the needs of the client population (such as child sexual abuse or transitioning to adulthood).
- Staff obtain CPR/FA certification and OSHA training within the first 30 days. Staff must maintain active CPR/FA certification.

DUTIES & RESPONSIBILITIES

1. Participate in assessing and addressing residents' and families' spiritual, emotional, educational, cultural, recreational, physical, and independent living needs that are determined in each resident's individualized service plan;
2. Plan activities to help residents meet identified needs by connecting residents to community activities or planning group activities to meet these needs;
3. Assist in educating residents about independent skills such as money management, public transportation, education or job skills (resume writing);
4. Take responsibility for planning additional group activities and encourage participation in recreation and other campus activities;
5. Assist residents in meeting their basic needs for food, clothing, and support;
6. Assist residents in managing the household by monitoring food budget and facilitating a system of household and vehicle cleanliness;
7. Sign visitors in/out according to protocols;
8. Ensure residents follow safety and program rules;
9. Organize and facilitate cottage meetings;
10. Process with residents about how their actions and decision making impact themselves and their community;



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11. Provide opportunities for problem-solving and conflict resolution in individual and group experiences, including facilitating resolution of disagreements between residents;
12. Use agency resources efficiently and conservatively, including time, facilities, work space, vehicles, equipment, supplies and funds.
13. Provide appropriate supervision at all times;
14. Maintain a respectful environment;
15. Responds to primary emergencies;
16. Submit reports relating to progress, infractions, and emergencies;
17. Attend staff meetings and trainings;
18. Participate in regular performance evaluations and attend training opportunities to enhance professional growth provided by the agency.
19. Develop and improve on a Professional Development Plan through supervision
20. Adhere to the Agency's commitment to the Sanctuary Model.
21. Adhere to Culturally Competent practices at all times.
22. Adhere to all organizational policies and procedures and all program guidelines;
23. Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude on campus and in the outside community.
24. Ensure the provision of quality services through participation in Crossnore School & Children's Home Performance Quality Improvement (PQI).
25. Comply with all standards of accreditation and licensing agencies.

PHYSICAL DEMANDS: Medium

- Position involves lifting no more than 50 pounds at a time (from time to time may need to lift children heavier than this) with frequent lifting or carrying of objects weighing up to 20 pounds.
- Frequent walking, standing, and sitting.
- Frequent reaching and/or grasping using hands and/or arms.
- Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects.
- Visual ability including distance, peripheral and depth perception.
- Ability to drive. Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents.
- Accompany residents on field trips requiring the physical stamina to walk a minimum of a mile (often times more).
- Ability to climb stairs.
- Job requires physical stamina; agility required to manage young, active residents.

DAYS/HOURS OF POSITION: 4 days on/ 3 days off and then 3 days on/4 days off

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I certify that I am able to perform the essential functions of this position as outlined in this job description*



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I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature:

Date:

CSCH Representative Signature:

Date: