



JOB TITLE: Residential Advisor

REPORTS TO: Youth Independent Living (YIL) Coordinator

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: Full Time, Salaried, Live in 7 days on / 7 days off (including holidays)

PAY SCALE: Hiring Range \$30,850 to \$36,000 annually

QUALIFICATIONS

Education/Experience

- 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.

Skills/Competencies

- Knowledge of age appropriate independent living skills strongly preferred.
- Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
- Commitment to inclusion, diversity, equity and antiracism in working with clients. Must be flexible and willing to work with youth and coworkers of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
- Ability to establish and maintain effective working relationships with youth, coworkers, and community collaborators.
- Demonstrated ability to exercise discretion and independent judgment.
- Demonstrated passion for serving youth and families.
- Ability to work well with others on diverse teams and allow flexibility (including work days and schedules).
- Good interpersonal, communication and organizational skills
- Demonstrated proficiency with computers and email preferred.
- Ability to laugh, be creative and have willingness to make and learn from mistakes.
- Displays enthusiasm and confidence in taking on tasks and challenges.
- Valid Driver's License, and must be willing to drive a van and travel to various job related locations.

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.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

JOB DUTIES AND 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;
11. Provide opportunities for problem-solving and conflict resolution in individual and group experiences, including facilitating resolution of disagreements between residents;
12. Provide appropriate supervision at all times;
13. Maintain a respectful environment;
14. Responds to primary emergencies;
15. Submit reports relating to progress, infractions, and emergencies;
16. 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 and WORK CONDITIONS:

7 days on / 7 days off (live on site while on shift). Housing, meals, and supplies provided while on shift. Work may involve travel to locations that range from human services agencies, clinics, hospitals, offices, and locations for field trips. May involve contact with clients and/or family members who may be hostile, resistant, and violent.

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 Communities for Children may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and not all-inclusive, 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.*

