



Daytime Resident Assistant

Reports to: PMH Program Director

Supervises: Volunteers and Residents

Hours: 8:00 am-4:00 pm

Objectives:

The Resident Assistant will be responsible for a variety of tasks that contribute to the well-being of our residents. The role requires overseeing program operations for residents including resident intake, parenting education, classes and group activities, providing transportation for residents to appointments, childcare when needed, and other program requirements.

Qualifications

1. Be a committed Christian.
2. Must have a pro-life stance.
3. Agree with and be willing to uphold the principles and policies of the home.
4. Have an associate's degree from an accredited college or university and 2 years' work experience in human services.
5. Exhibit skills in interpersonal communications, basic computer knowledge, and problem solving.
6. Be able to provide leadership and spiritual guidance to residents.
7. Be able to maintain confidentiality of residents.
8. Have a valid driver's license

Job Description

Program

- Oversee the program and report to Director any changes that should be made (education, spiritual growth, group activities, etc.)
- Oversee daily program operations, including chores, curriculum, devotion and prayer time, and/or follow up with residents on any assigned structured activities or other resident responsibilities identified by Case Manager or Director
- Ensure that any threat to safety or any contagious, infectious, or serious health issues regarding adult or child residents are reported to Director immediately. This includes onset of labor for a resident.
- Ensure that all program policies and procedures are followed and report violations to Program Director.

Residents

- Read and effectively log progress notes in eKyros.
- Supervise residents in home and lead group tasks.
- Keep in contact with Program Director regarding residents and individual plans.
- Hold residents accountable and use disciplinary guidelines as appropriate.
- Ability/Willingness to search resident's room/belongings/car as needed.
- Ability to give UA/Breathalyzer test and follow guidelines.
- Conduct resident room checks to ensure they are kept to standards identified in the resident handbook.
- Be a positive Christian role model in all your actions and words.
- Assist with managing resident schedules
- Supervise and document medication intake as scheduled
- Transport residents to appointments
- Assist with childcare as needed

Volunteers

- Assist RA volunteers
- Communicate volunteer needs to Administrative Assistant

Home/Safety

- Provide a safe environment at all times by ensuring residents abide by the rules and policies set in place.
- Ensure doors are locked at all times.
- Keep thermostat set at a reasonable temperature (residents should not change).
- Ensure all lights are off when not in use.
- Ensure residents and visitors sign in/out upon arrival and departure from home

Essential Job Duties:

- Receive debriefing from Overnight Resident Assistant
- Debrief the Evening Resident Assistant during shift change
- Effectively communicate needs to Director
- Attend regular staff meetings



Afternoon Resident Assistant - Job Description

Reports to: Program Director

Supervises: Volunteers and Residents

Hours: Monday-Friday 4 pm-12 am

Objectives:

The Resident Assistant is responsible for overseeing the program operations for residents including resident intake, parenting education, and scheduling classes and group activities.

Qualifications

1. Be a committed Christian.
2. Must have a pro-life stance.
3. Agree with and be willing to uphold the principles and policies of the home.
4. Have a bachelor's degree from an accredited college or university and 2 years' work experience in human services.
5. Exhibit skills in interpersonal communications, public speaking, and problem solving.
6. Be able to provide leadership and spiritual guidance to residents.
7. Be able to maintain confidentiality of residents.
8. Must have a valid driver's license and insurance policy

Job Description

Program

- Oversee the program and report to the Program Director any changes that should be made (education, spiritual growth, group activities, etc.)
- Oversee daily program operations.
- Knowledge of intake procedures and assisting Program Director when necessary.
- Knowledge of program rules and procedures.

- Provide transportation as needed and in emergency situations.
- Ensure all chores are completed as outlined.

Residents

- Read and effectively log progress notes in eKyros.
- Supervise residents in home and lead group tasks.
- Keep in contact with Program Director regarding residents and individual plans.
- Hold residents accountable and use disciplinary guidelines as appropriate.
- Ability/Willingness to search resident's room/belongings/car as needed.
- Ability to give UA/Breathalyzer test and follow guidelines.
- Knowledge of residents' goals/plans.
- Conduct resident room checks to ensure they are kept to standards identified in the resident handbook.
- Be a positive Christian role model in all your actions and words.

Volunteers

- Oversee house volunteers.
- Assist in scheduling volunteers for transportation, childcare, and program requirements.
- Communicate volunteer needs to Program Director.

Home/Safety

- Provide a safe environment at all times by ensuring residents abide by the rules and policies set in place.
- Ensure doors are locked at all times.
- Keep thermostat set at a reasonable temperature (residents should not change).
- Ensure all lights are off when not in use.

Essential Job Duties:

- Receive debriefing from Daytime Resident Assistant.
- Debrief the Overnight Resident Assistant during shift change.
- Effectively communicate needs to Program Director.



Overnight Resident Assistant

Reports to: PMH Program Director

Supervises: Volunteers and Residents

Hours: 12:00 AM-8:00 AM

Objectives:

The third shift Resident Assistant will be responsible for overseeing a variety of tasks that contribute to the well-being of our residents. The role requires providing transportation in emergency situations, assisting with childcare, and other program requirements outlined.

Qualifications

1. Be a committed Christian.
2. Must have a pro-life stance.
3. Agree with and be willing to uphold the principles and policies of the home.
4. Have an associate's degree from an accredited college or university and 2 years' work experience in human services.
5. Exhibit skills in interpersonal communications, basic computer knowledge, and problem solving.
6. Be able to provide leadership and spiritual guidance to residents.
7. Be able to maintain confidentiality of residents.
8. Have a valid driver's license

Job Description

Program

- Ensure that any threat to safety or any contagious, infectious, or serious health issues regarding adult or child residents are reported to Director immediately. This includes onset of labor for a resident.
- Ensure that all program policies and procedures are followed and report violations to Director.
- Provide transportation as needed and in emergency situations.

Residents

- Read and effectively log progress notes in eKyros.
- Keep in contact with Program Director regarding residents and individual plans.
- Hold residents accountable and use disciplinary guidelines as appropriate.
- Ability/Willingness to search resident's room/belongings/car as needed.
- Ability to give UA/Breathalyzer test and follow guidelines.
- Conduct resident room checks to ensure they are kept to standards identified in the resident handbook.
- Be a positive Christian role model in all your actions and words.
- Hold residents accountable to their daily schedules
- Ensure residents are up by 7:00 AM, dressed and ready for the day no later than 8:00 AM.
- Assist with childcare as needed throughout the night
- Give verbal cueing for AM medications

Volunteers

- Assist RA volunteers
- Communicate volunteer needs to Admin Assistant

Home/Safety

- Provide a safe environment at all times by ensuring residents abide by the rules and policies set in place.
- Ensure doors are locked at all times.
- Keep thermostat set at a reasonable temperature (residents should not change).
- Ensure all lights are off when not in use.
- Set alarm at lights out
- Knowledge of procedure if alarm is activated
- Have baby monitors on and near you after lights out
- Do bed checks each night 12:30 AM and 3:30 AM. You will need to physically go into the resident's room to check on babies and mom.
- Sweep/mop upstairs floors on Tue & Sat
- Clean upstairs bathroom Wed. & Sun

Essential Job Duties:

- Receive debriefing from Evening Resident Assistant.
- Debrief the Daytime Resident Assistant during shift change.
- Effectively communicate needs to Director
- Attend regular staff meetings