



## **Daytime Resident Assistant - Job Description**

**Reports to:** Program Director

**Supervises:** Volunteers and Residents

**Hours:** Monday-Friday 8:00 am-4:00 pm

### **Objectives:**

The Resident Assistant is responsible for overseeing the program operations for residents including resident intake, parenting education, and scheduling classes and group activities. The Resident Assistant will schedule volunteers to cover transportation, childcare, 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 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.

### **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 the 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.
- Schedule 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 Overnight Resident Assistant.
- Debrief the Overnight Resident Assistant during shift change.
- Effectively communicate needs to Program Director.



## **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.

**Last Modified:** 3/20/2023

**Prepared By:** Starsha Thompson, Executive Director

**Employee Acknowledgement:**

I have read and understand the Position Description for the position I hold at Palmetto Women’s Center. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Palmetto Women’s Center.
2. It does not constitute an employment contract with PWC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of PWC.

I understand and agree that my employment with Palmetto Women’s Center is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original:** Employee’s Personnel File

**Copy:** To Employee

**Copy:** Position Descriptions File



## **Overnight Resident Assistant - Job Description**

**Reports to:** Program Director

**Supervises:** Volunteers and Residents

**Hours:** Monday-Friday 12 am-8 am

### **Objectives:**

The Overnight Resident Assistant is responsible for supervising residents and responding to complaints, reports, requests, and emergencies.

### **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 nightly program operations.
- 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.
- Assist with waking up residents and morning routines.
- 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.
- 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 Afternoon Resident Assistant.
- Debrief the Daytime Resident Coordinator during shift change.
- Effectively communicate needs to Program Director.

### **Overnight Duties:**

- Disable alarm at 5:30 am.
- Knowledge of procedure if alarm is activated.
- Overnight Resident Assistants can rest upstairs; but must remain alert, after residents are in bed and other required tasks are completed.
- Overnight Resident Assistants are expected to have baby monitors on and near them during all overnight hours.
- Overnight Resident Assistants are expected to do bed checks every 3 hours at night. You will need to physically go into the resident's room to check on babies and mom.
- Overnight Resident Assistants will complete nightly cleaning duties or other duties as requested

**Last Modified:** 2/1/2024

**Prepared By:** Starsha Thompson, Executive Director

**Employee Acknowledgement:**

I have read and understand the Position Description for the position I hold at Palmetto Women’s Center. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Palmetto Women’s Center.
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I understand and agree that my employment with Palmetto Women’s Center is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original:** Employee’s Personnel File

**Copy:** To Employee

**Copy:** Position Descriptions File