

Care Lodge Domestic Violence Shelter, Inc.
JOB DESCRIPTION

POSITION:	RESIDENTIAL AIDE
STATUS:	NON-EXEMPT
SALARY:	DEPENDENT ON QUALIFICATIONS; WILL BE DISCUSSED AT OFFER OF EMPLOYMENT
IMMEDIATE SUPERVISOR:	HEAD RESIDENTIAL AIDE

HOURS: Full Time, 40-hour work week; Monday-Friday; overnight, evening, and weekend work may be required.

SUMMARY: Provide direct victim services in emergency shelter program; oversight of shelter, client admissions, crisis line coverage.

POSITION REQUIREMENTS: Essential position requirements include but are not limited to: High school diploma or GED; 2 years of previous work in a residential setting

Must be able to work effectively with diverse groups of clients.

Ability to work with minimal supervision, as well as in a team environment

Must have excellent interpersonal, assertiveness, and organizational skills

Ability to work within agency mission, philosophy and policies/procedures.

Must have a reliable vehicle and meet agency driving policy requirements, including a valid driver license and proof of required automobile insurance. Travel may be required.

General physical requirements include but are not limited to: bending, stooping, climbing stairs, prolonged sitting of more than 4 hours, lifting no more than 20 pounds.

ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

SHELTER DUTIES:

- Answer all calls coming into the shelter including: crisis, information and service calls for all agency programs; office correspondence; and community referrals
- Complete intake and enrollment documentation and orientation with new residents upon admission
- Provide support for all residents of the shelter and ensure clients adhere to shelter procedures and guidelines
- Addresses and document any shelter procedure violations; refers more serious violations to Head Residential Aide.
- Provides necessary supplies and clothing to shelter residents
- Maintain following documentation/logs: Staff Diary, RA checklist, call log, medication log, incident reports, maintenance log, intake folders
- Monitor shelter residents' self-administration of medication and report any concerns or problems to Head Residential Aide.

- Perform safety and security rounds per required schedule.
- Conduct inventory of shelter supplies and restock as needed; notify Head Residential Aide of supply needs.
- Conduct inventory of all shelter forms and make copies as needed.
- Maintains cleanliness of shelter office areas and monitors cleanliness of shelter common areas and bedrooms
- Report maintenance needs and/or repairs to Head Residential Aide.
- Oversee and complete client discharge procedures

AGENCY COMPLIANCE

- Maintains accurate and thorough documentation in a timely manner reflecting all position functions and activities in client database
- Adhere to the agency's confidentiality policies, maintaining a high-level standard of confidentiality
- Report any known or suspected child abuse to immediate supervisor
- Report any suspicious activity or persons
- Attend and participate in agency staff meetings and trainings
- Report to work on time as scheduled
- Maintain a valid driver license and proof of required automobile insurance
- Perform all other duties and/or participate in special projects as assigned by Head Residential Aide, Director of Program Development or Executive Director.

OTHER

- In case of emergencies and extreme circumstances, will be required to assist with 24-hour shelter coverage.