|  |  |
| --- | --- |
| **POSITION:** | RESIDENTIAL AIDE |
| **STATUS:**  | NON-EXEMPT |
| **SALARY:**  | DEPENDENT ON QUALIFICATIONS; WILL BE DISCUSSED AT OFFER OF EMPLOYMENT |
| **IMMEDIATE SUPERVISOR:** DIRECTOR OF CLIENT CARE |

**HOURS:** Part-Time, 15-20-hours per week; overnight, evening, and weekend work required.

**SUMMARY:** Provide direct victim services in emergency shelter program; oversight oh 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 Director of Client Care.
* 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 Director of Client Care.
* Perform safety and security rounds per required schedule.
* Conduct inventory of shelter supplies and restock as needed; notify DCC 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 DCC.
* Oversee and complete client discharge procedures

**AGENCY COMPLIANCE**

* Maintains accurate and thorough documentation in a timely manner reflecting all position functions and activities on Apricot 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 Director of Client Care or Executive Director.

**OTHER**

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