

Position:	Residential Assistant	Date of Last Revision:	September 02, 2020
Overview:			
<p>The Residential Assistant is a full time or part time employee that oversees the safety and well being of Doors to Freedom residents. The Residential Assistant works closely with the Residential Supervisor and Residential Director, as appropriate, to ensure the understanding of Doors to Freedom as it relates to the residential management of Doors to Freedom. The Residential Assistant is supervised by the Residential Supervisor and Residential Director.</p>			
Responsibilities:			
<p>Development of Residents:</p> <ul style="list-style-type: none"> ● Guides residents in maintaining the set daily schedule and monitors residents in completing daily tasks and chores. ● Intentional engagement with residents based on the resident’s goals listed within the <i>Resident’s Daily Progress Note and Line of Sight [RES02]</i>. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> ● Adheres to Doors to Freedom’s Policies as outlined in Doors to Freedom’s Policies and Procedures and the Resident’s Manual. ● Assists with the completion of scheduled and approved meal preparation and cleanup. ● Notifies the Residential Supervisor about any injuries, offenses, or other incidents that occur during shift. ● Completes <i>Contact Notes [PRG01]</i>, as needed, for phone calls, incidents, or conversations. ● Completes <i>Behavior Incident Reports [PRG16]</i>, as needed, for offenses earned by residents during shift. ● Completes the <i>Resident’s Daily Progress Note and Line of Sight [RES02]</i> for every resident during each shift. ● Participates in Doors to Freedom’s Inclement Weather and Disaster Plan and follows assignments provided by the Executive Director or Operations Director. ● Maintains sensitivity to residents’ socioeconomic and cultural background. ● Fulfills other duties as assigned. 			
Qualifications:			
<p>Experience:</p> <ul style="list-style-type: none"> ● Strongly Preferred: College degree. ● Required: High school diploma or GED with one year related work experience. <p>Training:</p> <ul style="list-style-type: none"> ● Thorough understanding of, dedication to, and implementation of the mission and core values of Doors to Freedom. ● Must complete Doors to Freedom’s onboarding process. ● Must complete 14 approved continuing education hours annually. ● Must maintain certification in Cardiopulmonary Resuscitation and First Aid. 			



DOORS TO FREEDOM

- Must maintain certification in Crisis Prevention Intervention.
- Must complete the following annually: Blood Borne Pathogens Training, and *Suicide Screener Training Video Instructions and Questionnaire [TRN10]* for training in the use of the Columbia Suicide Severity Rating Scale.

Skills:

- Ability to build rapport with residents and maintain healthy boundaries.
- Fluent computer skills and working knowledge of GSuite and Microsoft Office programs.
- Ability to embody the core values of Doors to Freedom.
- Detail-oriented and strong interpersonal skills.
- Works well independently and as part of a team.