



JOB DESCRIPTION

POSITION TITLE: Resident Advisors

FLA STATUS: Hourly

EMPLOYMENT STATUS: Part-Time

DATE LAST UPDATED: 7/14/2019

POSITION SUMMARY

This position provides personal and professional advice to residents, supports residents with caring for the babies and assists with enforcing the rules of the facility.

REPORTING RELATIONSHIPS

Position Reports to: Resident Program Manager (**Directly**)
Chief Operating Officer (**Indirectly**)

Positions Supervised: None

DUTIES AND RESPONSIBILITIES:

- Supervises care of the babies to include feeding, dressing, playing with, reading to, and putting them to sleep
- Assists residents in primary parental responsibilities to include childcare, household tasks and safety precautions
- Trains residents in proper procedure to conduct household duties
- Assists the Resident Program Manager in enforcing the rules of the home and offers personal and professional guidance to the residents
- Assists the Resident Program Manager with drug screening residents in accordance with established protocols
- Distributes and monitors prescribed evening and night-time medications
- Checks in with residents regularly to ensure their well-being and addresses concerns as needed
- Conducts devotionals with residents on a daily basis and provides spiritual encouragement
- Transports residents to various appointments and activities as needed
- Organizes events for residents as instructed and assists with execution
- Spends quality time with residents, to include individual talks, group discussions, watching appropriate movies/shows, playing games, or participating in any other activity that supports residents' growth and development
- Assists with maintaining records involving residents' progress
- Participates in hurricane, fire and other disaster preparation training and drills
- Secures the doors and windows of the facility at nights.

ADDITIONAL DUTIES

- Performs other related duties and assumes other responsibilities as necessary or as delegated.

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QUALIFICATION AND EXPERIENCE

Education, Experience, Licensing & Certification

- High School diploma or equivalent, supplemented by a minimum of two (2) years resident advising experience
- CPR/AED and Behavioral Management Crisis Prevention (BMCP) certification
- In-house Florida Association of Christian Child Caring Agencies (FACCA) training certification
- Valid driver's license

Necessary Knowledge, Skills, & Abilities

- Ability to communicate effectively both verbally and in writing (basic competence with MS Word), to compose accurate correspondence, and resolve routine issues
- Advanced communications and reading skills
- Ability to multi-task to ensure daily and weekly deadline schedules are met
- Ability to work cohesively in a team-oriented, collaborative environment
- Demonstrated open-mindedness and welcoming of individual differences, to include race, cultures, religions, and economic backgrounds
- Demonstrated friendly disposition to facilitate interaction with and supervision of residents.

WORK ENVIRONMENT

- Works in a group living environment
- Required to work nights and weekends
- Required to travel to local appointments and activities with residents and assist with activities in an outdoor environment
- Occasional need to lift, carry, push and/or pull objects weighing up to 20 pounds

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Requirements are representative of minimum levels of knowledge, skills, or abilities.