

Position: Residential Staff
Reports to: Program Director

General Description

Residential Staff is responsible for maintaining a safe and therapeutic environment and coordinating program activities to meet the needs of program residents. The Residential Staff works closely with the Residence Manager to provide the optimal continuum of care for each resident.

Duties & Responsibilities

House Management

- Maintain order and safety for all women, volunteers, staff, and visitors.
- Maintain the cleaning and running of the house: work alongside residents/check that residents are completing daily household tasks and weekly chores.
- Supervise/participate in meal planning, grocery shopping, and meal preparation.

Resident Care

- Uphold the policies, procedures, and core values of the program.
- Implement daily schedules and transportation requirements for residents based on the individual service plans developed by the CARE Team.
- Review and practice program policies and expectations in a consistent and trauma-informed manner with each resident.
- Administer and document prescribed and OTC medication use of residents.
- Coordinate activities and model behaviors that encourage personal wellness.
- Maintain healthy relational boundaries with residents and staff.

Communication

- Complete Shift Notes at the end of work shift.
- Maintain daily communication with Residence Manager concerning residents' scheduling and events.
- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships.
- Submit credit/debit card and petty cash receipts to Residence Manager in a timely manner.
- Report and document any resident or staff incidents, conflicts, or emergencies to the manager/director on duty.

Other Duties as Assigned

Qualifications

- An associate degree or higher from an accredited college or university in behavioral or social sciences, social work, psychology, counseling, marriage and family therapy or a related field preferred OR
- High School diploma or GED with two years of direct service experience or trauma-related service.
- Knowledge of/experience with trauma-informed care and/or residential services to women
- Experience with problem-solving, conflict resolution and crisis management.
- Proficient in computer use and Microsoft Office applications.
- Excellent time-management and organizational skills.
- Competent in professional reporting and communication.

Certifications

- Must have a current, valid drivers' license.
- Successfully pass background checks and random drug testing.
- Current CPR and First-Aid certification preferred.