

Position Title: Resident Advisor
Job Code: RA
Salary Grade: NYL14
Department: General
Reports To: Program Coordinator

Job Summary

To provide residential clients direct physical and supportive services in a positive and nurturing environment using an integrated, multi-disciplinary team approach.

Essential Functions

Assist in the assessment, development implementation and evaluation of the client holistic, integrated plan. Provide direct individual, physical and supportive services to clients (30%).

Maintain documentation of clients' activities on the unit and during their residency with the Agency (20%).

Monitor client activities to ensure a safe and secure environment. (Assist in evacuating the unit during fire emergencies and drills; secure the unit in the event of a fight between clients; escort clients to other agencies and services when necessary, i.e., hospitals, transportation centers.) Conduct room searches for clients during emergency evacuations (10%).

Provide group support services such as escorting clients to cafeteria for meals, recreation, group rap sessions and special activities (10%).

Support the operating needs of the unit (10%)

Participate in team, case-management and staff meetings (10%)

Generate a monthly report and contract documentation as needed by the Program Coordinator (5%).

Conduct workshops on various life-skill issues, such as hygiene, anger management, self-esteem, and problem solving (5%).

Regular attendance and punctuality is essential to provide proper coverage of the unit.

Other duties as assigned by the Program Coordinator.

Qualifications

Education/Knowledge/Licensure: Bachelors degree required.

Skills:

- Strong verbal and written communication skills
- Must follow instructions, prioritize assignments and work in a fast-paced environment
- Interests in working with homeless and runaway youth issues, with a focus on housing, employment, education and health services
- Excellent organizational skills to develop living situations for teens
- Ability to handle emergencies in a crisis situation

Experience:

One-year experience in a residential setting and one year experience working with adolescents preferred. Experience in working with at-risk youth preferred.