



Job Title:	Transitional Living Resident Assistant - OVERNIGHT	FLSA Status: non-exempt
Salary Range:	\$19.00 an hour	Reports to: HYC Housing Manager
Created:	03/07/2023	Requires Fingerprinting: Yes

Summary of Job Activities:

The Hatcher Resident Assistant is responsible for developing and maintaining authentic relationships with all residents while supporting their goals and providing a warm, nurturing residential environment. This staff shall maintain responsibility for weekend, evening and overnight supervision of the Hatcher Transitional Living Program and provide a guiding role for residents, through the modeling of positive interactions and life skill development.

Principal Duties:

Residents–

- Provide and maintain a safe, comfortable and nurturing living environment
- Engage new residents through orientation, house tour, house norms, and basic community living guidelines
- Empower residents to build home-management and leadership skills through youth-led house meetings
- Model life skills to include healthy boundaries, time management, cooking and cleaning, communication, integrity, self-care
- Guide or facilitate the preparation of a nutritious evening meal for residents as needed
- Maintain documentation of daily resident summaries or logs and supplemental program progress within required time frames
- Encourage and support residents in managing their own medical needs
- Support residents in maintaining ultimate cleanliness of personal living space, community areas, as well as kitchen area
- Facilitate students' move-in/move-out including move-out check list, room review, and packing of all students' belongings
- Facilitate crisis intervention and de-escalation as needed based on best practices and agency protocols
- Carry out emergency procedures and maintaining disaster preparedness at the home in case of fire, accident, illness or disaster, ensuring evacuation routes remain posted in designated areas
- Work with the Housing Manager to ensure that necessary items such as food, hygiene, and cleaning supplies are on-hand
- Assist with maintenance and upkeep of the residence, reporting all maintenance requests within 24 hours to HYC Housing Manager
- Complete assigned administrative tasks or projects such as data entry and file management
- Communicate student health and safety concerns related to substance use or mental health to Youth Coach and supervisor, completing incident reports as appropriate
- Maintain excellent communication with the Youth Coach and supervisor regarding house and resident concerns, completing incident reports as appropriate
- Respond to after hour phone calls to HYC for information or assistance by providing immediate resources and obtaining contact information for follow-up.

Other related duties:

- Attends and participates in assigned agency trainings
- Participates in weekly supervision
- Works well with others, coordinating programming with TLP youth coach and other program staff.
- Maintain knowledge and skill in best practices and core competencies, participating in available training and updating training tracker as needed
- Maintain confidentiality and privacy standards in accordance to agency policies
- Offers feedback to administration regarding the strengths, weaknesses and potential program enhancements
- Engages in program activities with residents in a trauma-informed manner, taking each individual resident into consideration
- Performs other duties as assigned

Working Conditions:

- WORK SCHEDULE: 40 hours per week, various shifts
- Work in a dormitory style congregate living environment

Skills & Abilities Required:

- Experience working with at-risk youth or youth experiencing homelessness
- Embraces cultural awareness and acceptance with diverse populations that can include LGBTQ+, immigrant communities, undocumented populations, and individuals with intellectual or physical disabilities
- Excellent inter/intrapersonal and verbal skills
- Ability to exercise independent judgment when appropriate; strong decision-making skills
- Ability to communicate and work with various groups (staff, interns, volunteers, greater community)
- Knowledge of Microsoft Word and Excel
- Must possess valid Arizona driver's license with no driving record infractions
- Ability to lift 25 pounds

Education, Training, and Experience

- **Age 25 or older**, High School diploma or equivalent and a minimum of one year of related work experience
- Level One Fingerprint Clearance Card or ability to obtain one
- General knowledge of poverty related social issues and government services
- CPR and First Aid certification (training provided)
- Food Handlers card (HYC will cover cost)
- Residential experience (preferred)
- Bilingual in English and Spanish (preferred)
- Knowledge of HMIS and SharePoint (preferred)
- Knowledge of substance abuse, mental health indicators (preferred)

Equipment Used:

- Computer
- Personal mobile device with internet capability
- General office equipment (computer, printer, calculator, copier, fax, etc.).
- Personal vehicle with current registration and insurance for daily use

Initiative:

- Judgment and maturity required in handling confidential and personal matters involving clients; must be able to accept direction and constructive criticism
- Works independently or as a team contributor
- Willingness and ability to adapt to flexible hours and emergency situations
- Self-directed, creative, critical and analytical thinking/judgment skills
- Understands and promotes HYC organization mission and vision

Appearance Standards:

It is each employee's responsibility to adhere to the appearance standards established in the Homeless Youth Connection Employee Guide. The organization has provided employees with the benefit of a professional/casual dress and appearance standard, and therefore expects no deviation from the policy established including, but not limited to, inappropriate clothing, make up, hair and jewelry.

Employee Name: _____ Employee Signature: _____

Supervisor Signature: _____ Date: _____

This job description is not intended to be all-inclusive; Homeless Youth Connection reserves the right to revise or change job duties as the need arises. Job descriptions do not constitute written or implied contracts of employment.

Employment with Homeless Youth Connection is at will.