Job Title: Host Home Resident Assistant  
FLSA Status: non-exempt  
Salary Range: $15.00 an hour  
Reports to: Director of Youth Services  
Created: 8/6/2020  
Requires Fingerprinting: Yes

Summary of Job Activities:
The Host Home Resident Assistant is responsible for developing and maintaining authentic relationships with all residents while supporting their goals and providing a warm, nurturing home environment. This staff shall maintain responsibility for evening and overnight supervision of the Emergency & Transitional Host Home and provide a guiding role for residents who are students in the HYC program. This staff reports to the Director of Youth Services.

Principal Duties:

Residents – assisting residents with identifying and meeting goals through:
- Providing and maintaining a safe, comfortable and nurturing living environment
- Engaging new residents through orientation, house tour, house norms, and basic community living guidelines
- Modeling life skills to include healthy boundaries, time management, cooking and cleaning, communication, integrity, self-care
- Maintaining documentation of daily resident summaries or logs and supplemental program progress within required time frames
- Encouraging and supporting residents in managing their own medical needs
- Maintaining ultimate cleanliness of home and kitchen items/food
- Facilitating students’ move-in/move-out including move-out check list, room review, and packing of all students’ belongings
- Facilitating crisis intervention and de-escalation as needed based on best practices and agency protocols
- Carrying 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
- Ensuring that necessary items such as food, hygiene, and cleaning supplies are on-hand
- Assisting with maintenance and upkeep of the home, reporting all home maintenance requests within 24 hours to HYC Office Manager
- Completing assigned administrative tasks or projects such as data entry and file management
- Communicating student health and safety concerns related to substance use or mental health to Youth Coach and supervisor, completing incident reports as appropriate
- Maintaining excellent communication with the Youth Coaches and supervisor regarding house and resident concerns, completing incident reports as appropriate

Other related duties:
- Attends and participates in assigned agency trainings
- Participates in weekly supervision
- Works well with others, as team member or as an individual
- 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:
- No personal visitors in the home
- WORK SCHEDULE: Part-time 16 to 24 hours per week, 10pm to 6am
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 21 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.