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*­­­­­­­­­­­­­­­­­­­ Heart House Resident Assistant*

*Job Description*

**GENERAL DESCRIPTION**

* Provide on-site supervision, support, and accountability of the shelter and its residents.

**JOB REQUIREMENTS**

* CPR and First Aid Certified
* Must be able to lift 25 lbs. and moderate physical labor
* Flexibility in circumstances, schedule and duties

**HOURS IN SHELTER**

* 8:00 p.m. – 8:00 a.m. Monday thru Thursday
* Reside in the shelter during this timeframe, working part-time when shelter residents are awake and then on-call as needed while residing in Resident Assistant Apartment within the shelter.

**SPECIFIC DUTIES**

* Reside at the Heart House Women’s Shelter
* Serve as an example of appropriate interaction and responsible behavior for residents and volunteers, including confidentiality, attentiveness to house rules, cleanliness, politeness, conflict resolution, and respect
  + File appropriate forms with Heart House Program Manager regarding resident failure to comply
* Provide supervision for residents and facilities
  + Maintain nightly log of activities within shelter and significant client interactions
  + Documents services provided, enforces Heart House rules & procedures
  + Provide written Incident Report to Heart House Program Manager within 24 hours of unresolved client conflicts and/or emergency situations
  + Meet daily with Heart House Program Manager to discuss previous night activities
  + Securing facilities each evening
* Process Donations
  + Log in donations and store appropriately
* Performs telephone prescreens for individuals seeking shelter
* Perform medication audits on resident’s prescription medications
* Perform drug screens on residents
* Create monthly chore sheet and make changes as necessary
* Check and monitor resident chores
* Clean, sanitize, and prepare shelter rooms in between residents
* Transport residents, if necessary
* Disburse hygiene products and food when necessary for residents
* Complete safety forms, if necessary
* Complete quarterly maintenance reports
* Perform additional duties as assigned