



Position Description

Part-Time Residential Assistant (RA)

Reports to: Residential Program Coordinator

Job Status: Part-Time or Full-Time

Classification: Non Exempt

Position Summary

This position provides direct care to the youth living in Gracehaven's Residential Program, which includes daily classroom education, after school activities, group therapies, life skills, cooking and grocery shopping for the clients and sharing meals in a family style setting. The Residential Assistants provide crisis intervention and support in the activities of daily living, 24 hours a day, for clients by providing structure, support, healthy limits and boundaries and redirection when needed. The Residential Assistants actively engage youth in a structured schedule in support of their individualized treatment plan. This position serves as a role model for maturity, healing and empowerment. Residential Assistants will work with a team of social workers, therapists and administrative staff to support each client in reaching her goals.

Specific Requirements - Direct Service 100%

- Assess the immediate needs and safety of the clients
- Observing and documenting client behaviors, ensuring that client records and shift notes are up to date and according to standard
- Cooking meals for clients, helping clients clean up and complete daily and weekly chores
- Shopping for weekly groceries and other needs of the home
- Assist in teaching life skills
- Assist in the tutoring or online schooling as needed
- Provide physical and fun activities as dictated by the residential schedule, accompany clients on field trips
- Qualified candidates will help facilitate daily group therapies
- Assist clients in maintaining their individual schedule
- Provide crisis intervention to clients when needed
- Attend staff meetings and share information about resident care with oncoming shift
- Attend trainings and orientations as required by governing bodies
- Weekend staff will act as on-call/ contingent staff during the week for emergencies and back up when staffing is needed

Qualifications

- Must be at least 21 years of age
- Must have reliable form of transportation and be willing to drive one hour northwest outside of Columbus
- Must have high school diploma or GED; Degree in social work or related field preferred, but not required
- Experience working with victims of human trafficking preferred, experience with victims of other traumatic crimes such as domestic violence or sexual assault, at-risk youth or other at-risk populations is required
- Experience in a residential setting strongly preferred
- Must have valid Ohio drivers license and car insurance
- Must be proficient in Microsoft
- Successfully complete a criminal background check, including fingerprinting prior to work
- Must be willing to submit an ODJFS Form 1390 confirming absence of any medical condition(s) that would prohibit ability to adequately care for children
- Possession of current certifications or willingness to undergo necessary training to obtain certifications in Red Cross First Aid and CPR (Child and Adult)
- Willingness to uphold and support Gracehaven's mission
- Subscribe to Gracehaven's statement of faith
- Ability to establish trusting relationships
- Ability to manage multiple tasks and stressful situations
- Ability to set appropriate boundaries with clients
- Excellent listening skills
- Effective verbal and written communication skills
- Ability to manage emergencies and crisis situations effectively
- Excellent time management and problem solving skills