



**JOB OPENING**

## Resident Assistant

**Posted On:** Friday, July 28, 2022

**Start Date:** Fall 2022

**Hours:** Part Time + Full Time Availability

**Location:** Blount County (undisclosed location)

**Organizational Relationships:** Program Coordinator

**Education:** Bachelors Preferred

### Position Summary

Garland Oaks, a ministry of Street Hope TN, seeks to hire a Resident Assistant to provide assistance in daily living tasks, personal care and support for residents who are 12-17 years of age living at Garland Oaks.

The primary focus of this position is to work alongside other direct care staff to provide structure and consistency for the girls at Garland Oaks. In addition to direct care supervision this position will help create and execute the custom independent living program, wellness program and other program aspects at Garland Oaks, which will help teach and empower residents on their individual path of healing.

*This position has shifts available on Weekday evenings or on Weekends.*

### Principle Duties

- Help maintain the structure at Garland Oaks by assisting residents through a pre-planned daily schedule
- Closely provides direct and continuous supervision of Garland Oaks residents in accordance with policy and procedure that promote a safe, secure, and nurturing environment for residents and staff
- Supervises structured and leisure activities of the residents, including preparing residents for various group and individual activities, such as group therapy, fitness, chores, IL classes and electives
- Supervises and provides instruction of all daily activities (e.g; bathing/showering, personal hygiene, etc.) to maintain physical cleanliness and hygienic conditions of home.
- Administers behavior management programs
- Monitors residents for changes in behavior that may indicate potential crisis situations in accordance with facility guidelines and alerts other staff as appropriate
- Intervenes, when necessary, in crisis situations in accordance with policy and procedure guidelines. Submits information to Shift supervisor/Team Leaders on the more serious disciplinary actions and in accordance with facility policy/procedures
- Reports all observances of unusual behaviors or resident's physical and mental health to Shift supervisor/Team Leader
- Maintain and model appropriate professional boundaries and confidentiality



- Maintaining a clean, tidy, and safe environment
- Work with other staff members to provide structure and consistency
- Maintain timely and effective communication with all staff and supervisors

### **Compliance Responsibilities**

- Comply with all State and national Standards of Accreditation and Certification
- Prepare for and participate in all reviews, audits, and surveys of the agency
- Ensure all activities within the agency conducted within the guidelines and regulation of Federal HIPAA requirements

### **Education, Experience, Other Qualifications**

#### **A. Education**

- High school graduate or equivalent, Bachelors Preferred

#### **B. Experience**

- Administrative/Management experience preferred
- Experience working with youth with emotional and behavioral challenges
- Experience in crisis prevention, intervention, and conflict resolution skills

#### **C. Character and Skills**

- Passion to develop strong relationships with others who want to bring an end to DMST
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff
- Excellent organizational skills
- Flexible with scheduling according to program needs
- Culturally sensitive in the work environment
- Demonstrate warmth and empathy when working with children and families
- Demonstrate critical thinking, at an intermediate level, in the work environment
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and other related technologies and programs
- Focused and supportive to management at all times
- Self-starter who works well independently
- Adaptable and calm under pressure
- Ability to work under pressure with minimal supervision
- Knowledge of the Department of Children's Services policies and procedures is preferred



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### D. Spiritual

- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ.
- Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home.
- Agreement with and adherence to our Statement of Faith (The Lausanne Covenant).

### E. Other

- An understanding and aptitude for the operation of a 24 hour, 7-day a week program
- Be capable of picking up at least 25 lbs. and climbing stairs and running ¼ mile
- Must meet criminal background check requirements.
- Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws.
- Once selected, successfully complete the prescribed courses of training.
- 21 years of age at the time of application submission.
- You may be required to work on a holiday, but will be provided with alternative time off at a later date.

### F. Travel

- Must possess a valid Tennessee driver's license.

\*\*This job description in no way implies that the duties listed are the only ones the employee will be required to perform.

\*\*The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

## To Apply

Apply online at [streethopetn.org/careers](http://streethopetn.org/careers)

