

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Resident Assistant SPE/CBRP	STATUS:	2 openings: 35 hrs/wk and 40 hrs/wk
DEPARTMENT:	Emergency Services	LOCATION:	Elmira, NY

PRIMARY FUNCTIONS:

Under the direct supervision of the Emergency Shelter Program Manager. The Resident Assistant will provide awake supervision and support to the participants of the Shelter and CBRP during their non-traditional scheduled hours at the 605 College Avenue worksite. The Resident Assistant will ensure the safety and wellbeing of all participants is always a priority. The Resident Assistant will provide assistance to participants, as needed in area's intended to promote housing stability and transition towards independence.

SPECIFIC DUTIES:

1. Responsible for conducting admission intakes and documentation
2. Responsible for maintaining the daily census
3. Responsible for overseeing the preparation of meals with the participants of the facility.
4. Responsible for maintaining accurate inventory of all purchased/donated foods at the shelter.
5. Act as a resource person to assure that the individual has access to the services needed and to assure that the rights and confidentiality of the individual are not overlooked or denied.
6. Responsible for regular monitoring of all living areas of the facility with regards to cleanliness, storage, appearance and safety for all participants, and staff.
7. Responsible to conduct room checks to ascertain participant safety and presence in shelter/CBRP
8. Room checks may be conducted more frequently dependent upon identified need to do so.
9. Responsible for oversight of participant medication supplies and storage for Shelter and CBRP participants.
10. Responsible to keep commonly used program forms stocked and organized.
11. Responsible to perform fire drills quarterly and document accordingly.
12. Responsible for completing hourly camera reviews for all programs
13. Responsible for completing 3 visual inspections of the CBRP location as well as upstairs living space at the shelter and documenting all observations from visual and camera footage.
14. Responsible for following standards of compliance in regard to knocking prior to entering a residence or living space as well as announcing if you are a male or female that will be entering.
15. Responsible to clean office area, community area, and entrances nightly.
16. Responsible for the set up and tear down of bedrooms at the facility when admissions/discharges occur, to ensure occupants are provided clean sleeping quarters, linens and towels
17. Responsible for attendance to all Catholic Charities staff development meetings and trainings as well as mandated Office of Children and Family Services meetings and trainings.
18. Responsible to review and follow all program policies and procedures.
19. Responsible to conduct assessments/pre-screenings with individuals.
20. Assists in processing activities associated with initial and ongoing case management.
21. Responsible to keep commonly used program forms stocked and organized.
22. Responsible to complete monthly fire drills and document accordingly.
23. Responsible for insuring the shelter maintains the standards established for inspections; reporting the need for household furniture/supply replacement or property maintenance in accordance with agency policy, procedure, or business practice.
24. Required to work a flexible schedule and non- traditional hours.
25. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Emergency Shelter Program manager

QUALIFICATIONS:

High School Diploma or GED.

Two years' experience.

A combination of education and experience may be substituted at the discretion of the Executive Director.

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ADDITIONAL REQUIREMENTS:

- PREA compliance
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regard to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 20 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.