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| Job Title: | Resident Assistant | | FLSA Status: | | N/A | | |
| Program: | Support Staff | | Group: | | N/A | | |
| Location: | Transitional Living Program Apartments | | Reports To: | | Transitional Living Program Director | | |
| Position Type: | Regular Full-Time | | Supervises: | | N/A | | |
| Summary | | | | | | | |
| ***(Note: This position is paid apartment and utlities in lieu of a salary)***  The Resident Assistant lives on-site in a fully-furnished studio apartment at The Settlement Homes Transitional Living Program (TLP), and provides assistance to the TLP residents in the absence of the TLP Director and After Care Coordinator. Assistance may include helping residents who become locked out of their apartments, assisting in the event of an emergency, submitting work orders to the Facility Manager or providing guidance to the residents. The Resident Assistant cannot have pets or overnight guests. | | | | | | |
| Essential Job Functions & Expectations | | | | | | | |
| Roles and Responsibilities   * **Resident Assistance**   + Help residents who become locked out of their apartments.   + Assist in the event of an emergency.   + Submit work orders as needed to the Facility Manager.   + Provide guidance to residents. * Other duties/projects as requested. Duties and responsibilities may be added, deleted or changed at any time at the discretion of leadership, formally or informally, either verbally or in writing.   Qualifications and Education Requirements   * Must be female * Must have ability to live on-site * Must be at least 21 years old * Must meet personnel requirements as outlined by the Texas Department of Family and Protective Services Minimum Standards for General Residency Operations * Have a valid driver's license and less than 2 moving violations and/or 1 accident within the past 3 years * Must have and maintain current auto liability insurance * Must be able to pass FBI fingerprint check and drug test per state licensing standards * No pets   **Essential Physical Requirements/Working Conditions**  Subject to both inside and outside environmental conditions. Must be able to lift and/or exert up to 30 pounds of force occasionally and/or up to 15 pounds of force frequently. Position frequently involves walking, standing, sitting, stooping, lifting, reaching, kneeling, crouching, speaking and repetitive motion. Position may occasionally involve running, climbing, balancing and crawling. Must have close visual acuity (corrected or uncorrected) so as to perform reading and transcription; perform visual inspections; operate a motor vehicle. Must be able to hear so as to receive detailed information through oral communication; receive information through electronic, telephone and/or radio frequency; respond quickly to emergency support requests.  **Equal Employment Opportunity Statement**  Diversity creates a healthier environment: equal opportunity employer. We strictly prohibit unlawful discrimination during recruitment, hiring, compensation, promotion, or any other condition of employment, on the basis of race, color, creed, ancestry, national or ethnic origin, religion or belief, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, disability, age, past, present, or prospective military service, medical history or genetic information, socio-economic circumstance or any other characteristics protected by law. We maintain a drug-free and alcohol-free workplace. | | | | | | | |
| Job Title: | | Resident Assistant | | | | | |
| Last Updated By: | | Renee Randolph, HR Director | | Date: | | 04/16/2018 | |
| Reviewed By: | | Jessica McKay, TLP Director | | Date: | | 04/16/2018 | |
| Approved By: | | Darcie DeShazo, Executive Director | | Date: | | 04/17/2018 | |
| Employee Signature: | |  | | Date: | |  | |