



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

<i>Job Title:</i>	Residential Assistant Charles Street Residence and Lawrence House
<i>Department:</i>	Residential Programs & Housing
<i>Position Status:</i>	Non-exempt Per Diem - Hours will vary depending on staffing needs
<i>Supervised by:</i>	Program Manager

### *General Statement of Duties:*

Under the direct supervision of the Program Manager, this position is primarily responsible for day-to-day operation of the halfway house in conjunction with or in the absence of full time staff.

### *Specific Duties or Typical Work Activities:*

- Supervises residents in activities of daily living
- Handles crisis intervention while on shift
- Works with residents to establish socially acceptable behavior
- Notes any unusual occurrence on shift in client progress notes
- Maintains safe and sober environment for residents
- Other related work, as assigned

### *Required Knowledge and Skills:*

- Demonstrated ability to effectively provide assistance to persons with addiction problems
- Verbal and written communication skills
- Ability to work in a team environment
- Computer and technology skills

### *Qualifications:*

- Bachelor's degree in Human Services or related field preferred
- High School Diploma with education and experience in a Human Services related field is required
- Good interpersonal skills
- Ability and willingness to drive for the Agency (outlined below) is preferred

### *Additional Expectations:*

- If driving is required, candidate must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage.
- Expected hours will vary. May include night shifts, weekends and/or holidays.
- Must be willing and able to work, at minimum, a 4-hour shift at both Lawrence House and Charles Street Residence each month
- Must comply with all agency policies and procedures, using the Program Policy and Procedure Manual as a reference.
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or service provided.
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, agency operations, or personnel of the agency.
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets.

Catholic Charities of Cortland County is an Equal Opportunity Employer.