



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Residential Advisor Charles Street Residence (CSR) & Recovery Apartment Program (RAP)
<i>Department:</i>	Residential & Housing
<i>Position Status:</i>	Full Time, Non-exempt
<i>Expected Pay Rate:</i>	\$20.00/hour
<i>Supervised by:</i>	Program Manager

General Statement of Duties:

Under the supervision of the Program Manager, the Residential Advisor provides direct care in a residential setting. Emphasis is on training and assisting residents, and supervising activities of daily living. This position requires flexibility in the work schedule to respond to programmatic needs.

Specific Duties or Typical Work Activities:

- Provides informal counseling and training to residents in areas needed for independent and responsible living (i.e.: money management, housekeeping, personal hygiene, menu planning, meal preparation, leisure activities, socialization, and compliance with medical, psychiatric, and rehabilitation treatment plans)
- Maintains accurate and timely case records according to funding regulations and agency policies, including but not limited to referral information, admission paperwork, contact notes, assessments, service plans, and consents for release of information
- Participates in the intake, admission, and discharge processes
- Provides orientation for incoming residents
- Provides support and structure in the residential setting to monitor and enforce house rules
- Provides transportation to residents in agency vehicle when available (i.e.: AA meetings, recreation, shopping, etc.)
- Provides crisis management and support
- Implements professional practices with regard to resident rights and confidentiality
- Other related work, as assigned

Required Knowledge and Skills:

- Demonstrated ability to provide effective support to persons in recovery from substance use
- Demonstrated ability to communicate and work effectively with other Agency staff and community partners
- Demonstrated ability to assess, monitor, and evaluate residents' needs and progress in program
- Verbal and written communication skills
- Ability to work in a team environment
- Computer and technology skills

Qualifications:

- High School Diploma with 5 years Human Services experience *or*
- Associates Degree with 3 years Human Services experience *or*
- Bachelor's Degree in Human Services or related field with 1 year related experience *or*
- CASAC Trainee Designation

Additional Expectations:

- Valid NYS Driver License, acceptable driving record, and adequate insurance coverage
- Accommodates the expected works hours, which may be nontraditional
- Complies with all Agency policies and procedures
- Understands and abides by the laws, regulations, policies, and procedures that apply to the program and/or service(s) provided
- Reports any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency.
- Maintains accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets