HELPING CAPTIVES

Resident Assistant Job Description

Hours: Various Weekly Shifts:

RA1: Sunday 5pm-Monday 9am; Monday 5pm-Tues 9am, Tuesday 5pm-Wedneday 9am (21 hours)
RA2: Thursday 5pm-Fri 9am, Friday 5pm-Sat 9am (14 hours)
RA3: Wednesday 5pm-Thursday 9am; Sat 9am-Sunday 5pm (30 hours)
RA4: Monday, Tuesday, Sunday 5pm-9pm (12 hours)
RA5: Wednesday, Thursday, Friday 5pm-9pm (12 hours)
RA6: Saturday 8am-9pm & Sunday 8am-5pm (22 hours)

Direct Supervisor: House Manager

Basic Job Description:

Shall have direct oversight of the Helping Captives emergency stabilization house with a working knowledge of all its operations, policies and procedures. Will work in conjunction with the all staff with a caring, respectful, servant-oriented disposition that promotes unity. Holidays are required on rotation.

Qualifications:

1. Loving and compassionate with strong boundaries.
2. Strong in the Christian faith and know their identity in Christ.
3. Preferred knowledge of alcohol and drug addictions.
4. If history of drug and/or alcohol addiction, must be at least 5 years clean and sober.
5. If lived experience in exploitation must have completed a healing program and have 2 years' experience post-graduation without repeated exploitation.
6. Must have knowledge and understanding of trauma, able to see others from a trauma informed perspective.
7. Preferably have an understanding of human trafficking and sexual exploitation.
8. Must have ability to live in an environment with women who are coming from street life, addictions, and other emotional and mental challenges.
9. Must already have and proficiently use conflict resolution skills, maintain a structured, firm, yet loving atmosphere in the home.
10. Should have good housekeeping and administrative skills.
11. Should be self-directed, requiring minimal supervision.
12. Must be emotionally stable and mature, able to separate her needs from the residents.
13. Must have a high school diploma/GED.
14. Must have a valid drivers license and be insurable.
15. Willingness and openness to learn about, understand, and serve those coming out of Satanic Ritual Abuse.

HELPING CAPTIVES

Responsibilities to Helping Captives House Operations:

1. To follow the execution of the vision of Helping Captives.
2. To agree and live out the Faith Statement and Code of Conduct of Helping Captives.
3. To promote team unity and minimize triangulation.
4. To be an active in person attender at a local church.
5. To promote a team approach to problem solving and goal setting.
6. To collaborate with restoration staff on participant issues as appropriate.
7. To care for self by ensuring good self-care.
8. To communicate any needs to the house manager.
9. To pass a criminal background and driving record check.
10. To maintain health and safety standards in the safe house and follow all rules, policies and procedures.
11. Use of the Helping Captives vehicle when out for Helping Captives purposes.
12. To honor the confidentiality of program participants and Helping Captives.
13. To honor the confidentiality of the location of the Helping Captives safe house.
14. Maintain CPR certification and up to date on all training required.
15. To complete all necessary trainings as required within the time frame required.
16. Attend weekly staff meetings via zoom on Tuesday 11am-12:30pm.
17. Work some holidays on rotation.

Responsibilities to Residents and Safe House Program:

1. To review Helping Captives house policies and expectations and abide by them with all residents.
2. To help residents settle in and feel at home.
3. To provide information to the Heling Captives team on participant needs regarding counseling, treatment, mental health symptoms etc…as noticed within the live-in setting.
4. To provide teaching in basic life skills such as housekeeping, personal hygiene, laundry, how to cook nutritious meals, how to prepare and clean up after a meal etc.
5. To empower the residents to take responsibility for themselves & household duties.
6. To drive the residents to church on Sundays or watch online for those who choose.
7. To monitor any medications residents take according to the Helping Captives Medication Policy and to keep all medication cabinets and doors locked.
8. To complete intake and exits with residents.
9. To be available to residents for emergencies during the night if required (awake hours are paid hours).
10. To treat all residents and Helping Captives staff with respect, to walk in integrity, operate with Godly character, and understand and respect resident boundaries. Encouraging them to learn to advocate in a respectful manner for themselves.

HELPING CAPTIVES

Administrative Responsibilities:

1. To provide written documentation as necessary regarding critical incidents, rule violations etc… as they arise in the Helping Captives house.
2. To provide resident updates at the end of shift to the incoming staff.
3. To ensure that clear communications between Helping Captives house and Helping Captives staff are maintained, and any problems are dealt with immediately.
4. To honor confidentiality and HIPPA.
5. Have a working proficiency in Microsoft office 365, Google Drive and email.
6. To commit to a team approach with other staff members in the care of our residents.
7. To document updates in the EMR for each resident prior to leaving your shift.
8. Other duties as required. To report weekly to Helping Captives staff accounting your hours and provide receipts for all monies spent on groceries, travel and miscellaneous expenses as directed by accounting through the use of the Pex Card app (training provided).

Evaluations:

90-day trial period. Reviews will be done at 30 days, 90 days, 6 months and 1 year for the first year and annually for each following year.

Compensation: $18/hour; Time and a half on holidays. Positions over 30 hours get 10 working days paid time off.

I have read, understood, and agree to the responsibilities as a Resident Assistant for Helping Captives.

_____ _____

Signature Date

_____

Print Name