

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

Resident Advisor

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The primary role of the Resident Advisor (RA) is to oversee the day-to-day care, mentoring, instruction and supervision of the young adults assigned to his/her Independent Living Cottage. The Resident Advisor is responsible for monitoring all the aspects of daily cottage life and is, in essence, the primary caring person for the Young Adults in the Independent Living Cottage.

While on duty, Resident Advisors are required to reside in the cottage of their assigned Young Adults. There will be no schedule for Young Adults' activities. To include attendance at schools, work, spiritual life, community involvement, and community service activities. Therefore, this position requires flexibility in duties and assignments. Resident Advisor's schedules may fluctuate in order to accurately assess for needs of each Independent Living Cottage Resident. Such needs may be internal or external to the cottage. Barring such variations in the schedule, Resident Advisors are free to leave campus to attend to personal business or private pursuits, provided they can be reached via cell phone. As a result, it is usually impossible to determine the exact number of hours worked by a Resident Advisor during any given work week. The annual salary is intended to compensate Resident Advisors for all hours worked during any given work week which are anticipated to regularly exceed 40 hours per week.

EDUCATION

- High School Diploma or GED required
- Basic knowledge of first aid and CPR
- Five years experience working with at risk adolescents
- Knowledge of Independent Living Rules and Regulations

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ability to work effectively with co-workers
- Demonstrated ability to work effectively with youth
- High personal values and standards that serve as model for youth
- Demonstrated ability to work with the treatment team to make decisions on issues related to the Resident/Young Adults in the cottage assigned
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for carrying out agency policies and procedures in the cottage and on-campus as dictated by the Policy and procedures Manual and the assigned supervisor
- Responsible for creating an atmosphere conducive to growth and development of the Young Adults as individuals and as a cottage group
- Responsible for assisting and mentoring Young Adults in their pursuits to gain independence
- Responsible for overseeing the maintenance of the cottage, its furnishings, and its grounds
- Responsible for planning and providing for the transportation for Young Adults as deemed necessary to various functions and activities and maintaining all necessary maintenance documentation
- Responsible for educating, mentoring and monitoring Young Adults in Independent Living activities to include money management, food management, person appearance and hygiene, health, housekeeping,

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transportation, education planning, job seeking skills, job maintenance, emergency and safety skills, and knowledge of community resources, interpersonal safety skills, legal issues and housing

- Will advocate for the young adult and participate in preparing them to become independent from the Florida United Methodist Children's Home
- Responsible for assisting the Residents in the maintenance of the program rules and regulations

SECONDARY DUTIES AND RESPONSIBILITIES

- Participates in team meetings
- Responsible for assisting in the accumulation of data and the formulation of service plans
- Responsible for monitoring and supporting auxiliary services (recreational, religious, counseling, etc.) rendered to the Resident
- Participates in in-service training required by regulatory entities and as assigned by the Case Manager II

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities at this time

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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