**POSITION TITLE:**Residential Advisor **FLSA: Non-**Exempt

**SUPERVISOR:** Regional Program Manager                    **Job   Code:**NA

OVERVIEW

The live-in Residential Advisor Live-In House Monitor assists the Regional Program Manager in San Jose with the daily oversight of Unity Care Group’s Non-Minor Dependent Transitional Housing Program. The role will provide direct resident support and supervision to assist minor and Non Minor Dependents (NMDs) in a transitional housing setting. This position requires the Residential Advisor to live-in the residence for which the incumbent will receive free housing. The presence and oversight of the RA will assist residents in maintaining safety, and achieving individualized service plan goals.

As the primary objective is to have involvement and encouragement in order to support the residents to excel and develop essential independent living skills, the RA will take an active role mentoring the residents and ensuring they are meeting curfew, maintaining home cleanliness, and following house rules. S/he will receive hourly pay for these duties in addition to the free housing provided. S/he will spend time in the common areas of the house/apartment complex interacting with the residents.  
  
\*\*40 hours a week will be paid. The mandatory hours to be in the facility are 11pm-7am.\*\*\*  
  
The goal of this is to build a healthy, mentoring relationship between the resident and the monitor. You are a role model for these young individuals.  
  
**DIRECT REPORTS:**  
• None  
  
**QUALIFICATIONS:**  
  
Required Skills:  
Lifting, Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills.  
• Minimum 2 years’ experience working with at-risk youth or adolescent children in a residential setting.  
• Must be at least 26 years of age  
• Must have general evening availability 7 nights a week  
• Ability to thoroughly document, and in a timely manner, into Electronic Health Records for program-required documents  
• Must be a confident and responsible role model with excellent judgment  
• Must able to work well independently in high stress environments  
• Must display a proven dedication to youth through leadership and/or mentoring experience  
• Ability to get CPR and First Aid certificate within 30 days of start date, and maintain a current certificate  
• Must clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check including fingerprinting before start date and maintain clearance  
• Must clear a health screening, including TB before start date and maintain clearance  
• Must be able to drive, have a valid driver’s license, clean driving record and maintain a clean driving record.  
• Meet and maintain the minimum vehicle liability and property insurance limits (in order to be insured by our insurance carrier for transportation of residents)

**PREFERRED**  
1. 60 **completed** college units from an accredited institution  
  
**RESPONSIBILITIES INCLUDE** (but not limited to):  
  
**Direct Client Services**: Make sure house is secured and maintained in a safe and orderly manner (Ensure interior and exterior of home is neat and orderly, clean and sanitary at all times. Ensure everything inside and outside home is in working order. Mentor/advise residents regarding daily living responsibilities such as meal preparation, chores, time management, and conflict resolution. Monitor residents’ chores and room, assign chores, sign off chores each day, update chore book weekly, give residents a time frame when chores will be checked and demonstrate how the chore is to be done. Teach residents socially acceptable habits of behavior and appearance and how to behave in public. The monitor should be available for the residents to ask questions, seek advice, and assist when possible. Work in collaboration with Program and Case Manager to report progress in the home by meeting with residents individually on a weekly basis to discuss and track progress in program. Participate in weekly RA Team Meetings with Program Manager to discuss weekly planning, compliance and resident issues; Help facilitate community House meeting once a month with individual resident staff, case manager, and UC staff, as appropriate.

**Compliance and Reporting**: Responsible for enforcing the house rules, setting limits and consequences with the residents which will be determined in collaboration with the case manager. Maintain a daily log, which monitors each resident’s behavior and feelings as they are related to current situations in daily living as well as school information, medical visits, and incident reports. Implement emergency procedures in the event of crisis situations – both behavioral and environmental. Notify the Program Manager of rule violations and any other immediate concerns. Responsible for providing direct supervisors with a schedule of regular on-site availability in the evenings and pre-scheduling any time expected to be away from site. Notify the program manager 7 days in advance if time away is needed. If requesting 3 or more days or more at a time, 30 day’s advance notice is required. RA will be limited time away from site to 14 consecutive days and a total of 20 days during a year period. Provide Facility Manager with an emergency contact for self. Responsible for adhering to Unity Care’s Code of Conduct and duties and expectations guide for RA. Check in with residents daily, and document this in the residential daily log on AWARDS.

The RA is a mandated reporter; that is, he/she must report to CPS and Program Manager any suspicion of child abuse immediately. Conduct weekly maintenance check of property to ensure continuous compliance with CCL and all regulations and external requirements and turn in report to case manager. Maintains resident records and incident reports as required.

**Program Ambassador and Youth Mentor**: Demonstrate professional boundaries and appropriate self-disclosure when interacting with residents. Based on training, implement appropriate authority and discipline to set limits for behavior and help each resident practice self-control. Act as Community & neighborhood liaison when needed. Follow ethics policy regarding “professional relationship with residents”; that is, RA is not to enter into a sexual or financial relationship with residents. RA will refrain from use of alcohol/drugs in the home.

**Assurance**: Ensure compliance with TAY program model. Facilitate a high level of youth engagement. Ensure a healthy home environment and client-focused programming. Ensure quality improvement and cultural sensitivity & diversity. Attend required trainings to maintain knowledge and certifications needed for the performance of the role.

Other duties as assigned.