



POSITION DESCRIPTION

POSITION: Residential Advisor
DEPARTMENT: Social Development
REPORTS TO: Residential Shift Supervisor
FLSA STATUS: Non-Exempt

Job Summary: Responsible for a paraprofessional level of student support and performance duties necessary for an orderly operation of the dormitory program. Responsible for the supervision of students to ensure a safe and secure environment.

Duties:

- Ensures orderly, clean living conditions by scheduling and supervising, and participating in dorm clean up and submitting repair requests.
- Provides supervision for the cafeteria, laundry, special activities (on and off Center) and other areas of the program as scheduled or assigned.
- Identifies and assists students in handling special problems and conducts dormitory meetings.
- Maintains individual records for each student that contain, at a minimum, basic identifying information, including emergency contacts, and written parental consent (minors) for weekend passes to approved destinations. Such records shall be readily accessible to other dormitory staff.
- Assists students in development long- and short-term personal and independent living goals and documents same on the students' PCDP.
- Participates in the timely evaluation of student progress and updates PCPD goals when students are not meeting CSS expectations.
- Maintains communication with students' counselors, instructors, and with other staff members.
- Attends staff in-service training sessions and other training or meetings as directed.
- Establishes a close working relationship with students, dealing justly and impartially regardless of their ability, achievement or background, and works to motivate them toward goals.
- Initiates and directs dormitory programs, utilizing Center services and activities to benefit students.
- Follows all non-health standing orders.
- Transports students to various activities and events as needed.
- Maintains an environment wherein students and staff feel safe and secure.
- Maintains logbooks as directed and authorized that show activity during shift.
- Ensures case notes and other entries in CIS are accurate and up-to-date.
- Secures students personal property/items when a student is absent for 24 hours; all items are to be placed in property and logged.
- Submits time sheets according to center policy.
- Assists and trains student leaders per center policy.
- Participates in intramural programs.

- Ensures students meet their evening schedule.
- Provides support for safety and security on center.
- Ensures that buildings are secure and clean at all times.
- Conducts periodic checks and maintains order and discipline in his/her assigned dorm.
- Works towards meeting performance management goals.
- Follows the CDSS plan and Standards of Conduct system.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins and Center policies and procedures.
- Maintains good housekeeping in all areas and complies with safety practices.
- Participates in regular staff meetings.
- Models, mentors, and monitors appropriate career success skills.
- Helps students become more employable through continuous reinforcement of independent living skills.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Performs other duties as assigned within the individual's scope and capabilities.

Qualifications and Experience: High school diploma or GED required. Associates Degree preferred. Valid state driver's license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I

acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date