

CITY RESCUE MISSION, INC.
JOB DESCRIPTION

Position: Resident Assistant - Women **FLSA:** Non-exempt

Location: 426 South McDuff Avenue
Jacksonville, FL 32254

Accountability: Case Manager

Direct Reports: None

Job Summary: Oversee daily routines of women in the *LifeBuilders* program and/or emergency services. Initiate recreational activities to enhance the spiritual, physical and emotional growth and development of residents.

RESPONSIBILITIES:

1. Keep residents and emergency service guests informed of all policies and procedures to ensure safety and comfort for all residing at the Mission.
2. Enforce lights out and/or wake up calls at designed times.
3. Inspect and monitor all rooms. Ensure rooms are decent and in order according to prescribed methods. Keep inventory of each room's furniture and accessories.
4. Conduct routine checks of living quarters (including but not limited to resident's personal belongings, beds, individual storage units, etc.). Using two-person integrity, inspect for harmful instruments, drugs, alcohol or other inappropriate materials. Bag and label any items found and follow pertinent reporting procedure.
5. Keep supply cabinet and other storage units organized and distribute linens and other supplies as needed.
6. Store medications, first aid, etc. as required. Be present as students take their medications to assure compliance with their physician's orders.
7. Maintain and update records as instructed.
8. Refer residents to appropriate staff personnel for counseling and/or disciplinary actions as needed.
9. Ensure a safe, healthy, clean and supportive environment, emphasizing the participation of residents in the process.
10. Monitor the proper use and maintenance of equipment and furniture by residents and guests.

11. Escort residents and guests to and from dining room and other events as needed.
12. Promote a positive and spiritually uplifting atmosphere through the use of Christian music, words of encouragement, etc.
13. Ensure attendance of all residents to mandatory activities and events (chapel, classes, support meetings, tasks, etc.).
14. Provide intake for emergency services guests including inputting data into Service Point, searching belongings, assigning beds and distributing clothing.
15. Ensure all beds are stripped in emergency services each morning and that all linens and pillows are accounted for before women leave campus.
16. Transport emergency services women from New Life Inn to McDuff campus daily.
17. Performs all other tasks as requested by supervisor.

Education and Experience:

1. High School Diploma or its equivalent
2. Minimum one year's experience in comparable role.
3. Must be able to perform weekend and evening shifts as assigned.
4. Must have valid Florida Driver's License.

Character Qualities:

1. Must provide a clear Biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior.
2. Must maintain an exemplary Christian life and desire to serve the Lord in the ministry of reconciliation.
3. Must enjoy people and be able to work with diverse populations.
4. Must work in harmony with other staff and supervise clients in a firm but loving manner.

Physical Demand and Work Environment:

The physical demands and work environment characteristics 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.

- Physical Demands: While performing the duties of this job, the employee is required to walk moderate distances; stand and sit, use hands to finger, handle, type; reach with hands and arms; balance; stoop; talk; see and hear. The employee must occasionally lift and/or move up to 15 pounds.
- Work Environment: Constant office environment.

STATEMENT OF ACKNOWLEDGEMENT

I hereby acknowledge and accept these responsibilities for the position as outlined in this job description. I also acknowledge that this job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. I will be required to follow any other job-related instructions and to perform any other job related duties as requested by my manager. I understand that this document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Date

Human Resources

Date