



G R A C E H O U S E
ministries, inc.

giving hope to girls in foster care

Job Title: Weekend Residential Assistant

Reports to: Youth Program Manager

Schedule: 1st, 3rd, 5th (when applicable) and 2nd, 4th Friday 8pm-Monday 8am (includes overnight)

Status: Part-time, \$15 hourly

Job Description: Residential Assistants are responsible for providing a loving, Christian, and stable family environment for every girl living at Grace House. Residential Assistants serve as positive female role model figures to each girl and are expected to provide daily routine care for the children and maintain a clean and orderly household at all times. Residential Assistants are also expected to transport, supervise and participate in all Grace House volunteer and community activities as well as any weekend extracurricular activities the girls are involved in.

Job Duties:

- Serves as a positive role model for the children
- Helps each girl develop a strong Christian character, positive self-image and healthy personality
- Provides a safe environment that promotes the general welfare of the children
- Implements planned wholesome, age-appropriate recreational, educational, and social activities for each child
- Provides proper supervision of the children both at home and away from home.
- Transports girls to church on Sunday at the approved ministry partner
- Ensures that each girl has adequate and appropriate clothing and shoes appropriate for the occasion
- Residential Assistants are responsible for providing healthy wholesome meals (breakfast, lunch and dinner) at least one snack. Follow meal planning prepared by Live-In House Parent
- Protects the physical and personal privacy of each girl from inappropriate actions by others
- Collaborates with the RPD, CM and EOD in the development of disciplinary procedures and behavior modification techniques
- Administers discipline and behavior modification techniques in accordance with established policies and procedures
- Immediately reports to the RPD & CM all injuries, accidents, and incidents that affect the physical, emotional, mental, or spiritual well-being of the girls
- Maintains CPR and basic first aid certification
- Implements all household functions as planned or instructed by the social services team
- Maintains and updates house staff on the girls daily activity via the staff communication log
- Keeps the grounds well-groomed and free of hazardous objects at all times, report issues to Ministry Coordinator
- Attends regularly scheduled staff/team meetings either Zoom, in person or make up session

- Participates in staff orientation to Grace House Ministries, Inc. policies and procedures, parent education programs, workshops, classes, seminars, and support groups pertinent to innovative and creative parenting techniques either via Zoom or in person
- Weekly house meetings (communicates with members of house and functions as a team)
- Participates in case conferences and MDT meetings with the residential program staff and other professionals who are responsible for providing services to the children
- Trained/knowledge of the requirements for state licensing, fire codes, and health permits
- Submits grievance reports to the CM
- Completes and sends incident reports to CM
- Communicates pertinent information from social workers with CM, Live In House Mom and YPM,
- Ensures girls complete sign in logs over the weekend
- Administers medications as prescribed by a physician, and documents in the daily medication chart/log
- Accompany girls on emergency visits, communicate with doctors and follow up with RPD & CM
- Grace Goals- discuss/review Grace Goals with each girl, completes daily progress notes and submit to CM
- Monitors the physical, emotional, and mental health of the girls
- Ensure visitation forms are completed after visit and submitted to CM
- Greet volunteers and supervise volunteer activities with girls
- Check the organizational calendar and email before you begin your shift.

Qualifications:

- Must be 25 years of age
- College degree preferred with course work in early childhood development, childcare, psychology, or related areas
- Prior experience working with children and youth (preferably children and youth in foster care or similar settings)
- Computer literate and technical savvy
- Strong organization and communication skills
- Current certification in CPR and basic first aid
- Good physical health as documented by a current physical examination
- Some travel to local areas: Valid driver's license and automobile insurance; must obtain Alabama license and insurance within 30 days of relocating into the state. Must be comfortable driving a 14 passenger van.
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry

Work Environment:

- A solid Christian faith and a teachable spirit
- Be an example/role model to the girls
- Be a team-player and support the mission of Grace House
- Demonstrate professionalism in all aspects of job performance; very hospitable
- Business casual attire appropriate for office environment

Signature: _____ Date: _____