



Job Title: Residential Program Assistant

Job Description: The RPA provides support to the Residential department via the completion of administrative tasks. THE RPA position is part-time (20-25 hours per week).

Reports to: Residential Program Director

Job Duties:

- Provides a safe environment that promotes the general welfare of residents
- Transports residents to and from appointments as needed
- Complete Admissions Screenings
- Supervise residents as needed
- Maintain Resident profile sheets (in collaboration with Case Managers and Life Coaches)
- Answers phones, takes and distributes messages
- Schedule employment interviews as assigned by RPD
- Maintain Record of Intake Processing and Residential Placement Slots spreadsheets (in collaboration with Case Managers and Life Coaches)
- Check organizational calendar and email on daily basis
- Communicates pertinent information to Residential Department staff as assigned by RPD
- Accompany residents on emergency visits, and follow up with RPD
- Keeps the grounds well-groomed and free of hazardous objects at all times
- Assist with coordinating of Grace House Ministries staff orientation
- Attends staff meetings, daily devotions and in-service training.
- Assumes other responsibilities assigned by the RPD and/or Executive Director.

Qualifications:

- Must be 21 years of age
- College degree must be in progress
- Prior experience working with children and youth (preferably children and youth in foster care or similar settings)
- Prior experience in office settings
- Computer literate and tech 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
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

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: _____