



Job Title: Weekend Residential Assistant (Full Time)

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 mother 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 supervise and participate in the educational development and extracurricular activities of the children. This position is full time, 8 pm Friday - Monday 8 am each weekend.

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
- Ensures that each girl has adequate and appropriate clothing and shoes
- 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
- Attends regularly scheduled staff/team meetings
- 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
- 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 grievances reports to the CM
- Completes and sends incident reports to CM
- Communicates pertinent information with social workers and follow up with RPD & CM
- Ensures girls complete sign in logs daily



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

- Transports girls to counseling appointments and email any important information to CM
- Transports girls to doctors appointments which includes medical, dental and vision and report any important information to the CM
- 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 organizational calendar and email on a daily basis.

Qualifications:

- Must be 21 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
- 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