REDWOOD COMMUNITY ACTION AGENCY

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE: LEAD RESIDENTIAL STAFF**

**STATUS: FULLTIME / 40 hours weekly**

**PAYRATE: $14.25/hour / plus paid vacation/sick/holidays and health benefits**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews will take place as qualified applicants are received.**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org)

# MINIMUM QUALIFICATIONS

**Required: (Must be 21 years of age)**

* BA in Social Work, Psychology, Sociology, Administration of Justice/Corrections or related field

**OR**

* Completion with a passing grade, from an accredited or approved college or university, of 15 college semester or equivalent quarter units in behavioral science, 9 units of which must be in courses relating to children/youth with behavioral problems which may be the result of abuse, neglect, or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work, or Social Welfare.

**OR**

* One year full time experience working in a residential facility or its equivalent with the client group to be served, ages 12-18. Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the client group served.

# POSITION PURPOSE

Under the general direction of the YSB Division Director, and the direct supervision of the TLP/Shelter Managers, the Lead Residential Staff assists in the overall management of Launch Pad/Our House operations. Provides residential program management services and direct supervision of sheltered youth, ages 12-21, who are homeless, runaways, or at-risk of running away; to participate in assessment of client/family needs and implement strategies with the primary goal of independent living or of family reunification; to assure that sheltered youth are maintained in an environment that meets the comfort, safety and security needs of each resident in shelter. Lead Residential Staff may also be required to act as the Alternate Facility Manager in his/her absence.

**ESSENTIAL JOB FUNCTIONS**

* Provide direct supervision of residents and direct assistance in activities of daily living (hygiene, apartment cleanliness, nourishment, employment readiness, social, educational, recreational and transportation).
* Participate in maintenance and upkeep of facility, including regular housekeeping and yard work.
* Lead and supervise the making of meals for and with program participants.
* Make decisions relative to Launch Pad/Our House operations when the program managers are not available; coordinate such decisions with the YSB Director when necessary.
* Participate in intake interviews to determine program eligibility; including legal, medical and mental health status (i.e. suicidal, under the influence, 602, and 300).
* Comply with all California laws & Community Care Licensing standards and reporting responsibilities.
* Case management duties as assigned by the TLP/Shelter Program Managers.
* Assess youth/family needs and assist family and youth in admission procedures.
* Participate in developing an initial service delivery plan with the program case manager; monitor youth’s response to interventions, and update/modify plans as indicated by youth’s response.
* Maintain updated case notes and communication log.
* Complete work activity reporting as required.
* Ability to plan and complete assigned program tasks including, but not limited to; food program, TLP clients budget program, weekly education groups, monthly service summaries, vocational program, etc…
* Protect and provide client confidentiality and safety.
* Report to the TLP/Shelter Managers any deficiencies in shelter operations.
* Keep the TLP/Shelter Managers informed of daily procedures occurring within the program.
* Work toward continuing to maintain a positive, nurturing environment at the Launch Pad/Our House Shelter.
* Assist with providing training to Residential Staff, Interns, and Volunteers.
* Provide emergency field response and on-call after hours on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.
* Participate in in-service training
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance.
* Assist program managers with all related paperwork, monthly and quarterly reporting, and all relevant Community Care Licensing requirements.
* May be required to act as Alternate Facility Manager in his/her absence
* Other duties as assigned or necessary

# JOB REQUIREMENTS

Knowledge Of and Experience With:

* Social work models of interventions and family systems theory.
* California laws pertaining to youth.
* California laws and regulations pertaining to licensing and operations of a group-home facility.

Ability To:

* Work effectively under pressure and handle emergency situations independently.
* Work independently and with minimal supervision.
* Deal with youth and families in crisis and mediate family conflict.
* Utilize the case supervision services of YSB’s Head of Clinical Services.
* Utilize resources within the agency and the community to implement problem-solving strategies.
* Communicate effectively in written/oral form and demonstrate good writing/organizational skills.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, backgrounds, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, Board Members, funding source representatives and the local service population.
* Work flexible hours including weekends, swing, graveyard shifts and holidays.
* Work effectively with referral sources and outside community agencies
* Read, write, speak, and understand the English language
* Manage multiple tasks in an efficient manner
* Ensure and protect agency, employee, program and client confidentiality and safety

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results
* Proof of current (within 1 year) negative TB test, or willingness to obtain one
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***