REDWOOD COMMUNITY ACTION AGENCY

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**POSITION TITLE: RESIDENTIAL STAFF**

**STATUS: PART-TIME**

**SALARY: $13.25 hourly**

**AVAILABLE: Immediately**

**DEADLINE: Position is open until filled; interviews will take place as qualified applicants are received. We are currently accepting applications to create a pool of applicants for the next round of hiring.**

**APPLICATION PROCESS:**

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

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted.

**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 Shelter Manager(s) or their designee; the Residential Staff will provide life skill services and direct supervision of sheltered youth, ages 12-21, who are homeless, runaways, at-risk of running away and/or who are in the Transitional Living Program. To participate in assessment of client/family needs and implement strategies with the primary goal of family reunification; and to assure that sheltered youth are maintained in an environment that meets the comfort, safety and security needs of each resident. Provide crisis intervention and field response services to youth, families and agencies calling YSB’s 24-hour hotline during non-office hours; including weeknights, weekends and holidays. Residential Staff will 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 as necessary in activities of daily living (hygiene, apartment cleanliness, nourishment, social, educational, recreational and transportation).
* Lead and supervise in the making of meals for and with program participants.
* Participate in intake interviews to determine program eligibility, including legal, medical and psychiatric status (i.e., suicidal, under the influence, 602, 300).
* Assist with developing an initial service delivery plan, monitor youth's response to interventions and update or modify plans as indicated by youth's response.
* Maintain updated case notes and maintain resident records in compliance with licensing standards.
* Comply with all California laws and Community Care Licensing standards and reporting responsibilities.
* Provide frequent house keeping and yard work duties as assigned and participate in shelter activities.
* Complete work activity reporting, monitor for licensing requirements and maintain communication log.
* Insure for discharging of residents after hours, per case plan.
* Provide telephone crisis intervention response to youth and families.
* Assess youth and family needs during crisis and determine need for temporary emergency shelter, provide emergency field response as needed.
* Attend weekly staff meetings and participate in in-service trainings.
* Attend weekly consultations with Head of Clinical Services or his/her designee as working schedule permits
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance.
* 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:

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

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 Youth Case Manager effectively.
* Utilize resources within the agency and the community to implement problem-solving strategies.
* Communicate effectively in written and oral form.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, mental health clinic, funding source representatives and the local service population.
* Work flexible hours including weekends, swing, graveyard shifts and holidays; arriving to work as scheduled and prepared.
* On occasions provide emergency field response and on-call after hours with the ability to arrive to work within 30 minutes of receiving call
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**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 C.D.L. with current DMV printout showing acceptable driving record
* Submit to fingerprinting for criminal record clearance 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.

**PLEASE NOTE:** This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance / Alcohol Abuse” policy.

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