

REDWOOD COMMUNITY ACTION AGENCY
Community Services Division / Adult & Family Services Program
JOB ANNOUNCEMENT

POSITION TITLE: Residential Specialist I

STATUS: Fulltime - 40 hours weekly with full benefit package (health benefits and paid time off)

PAY RATE: \$14.00 hour

AVAILABLE: IMMEDIATELY

DEADLINE: Open until filled; interviews will take place as qualified applicants are received. Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

APPLICATION PROCESS: **Required** employment applications and instructions for submitting your application materials are available at www.rcaa.org. A cover letter and resume with your application are highly recommended.

NOTE TO APPLICANT: RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while observing safety precautions. Also, this position is considered a “safety-sensitive” job and will be subject to RCAA’s “Substance Abuse” policy.

RCAA IS AN EQUAL OPPORTUNITY EMPLOYER

We will not unlawfully discriminate against applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, religion, sex (including gender identity, sexual orientation & pregnancy), physical or mental disability, medical condition, marital status, citizenship status, military/veteran status, genetics, or other basis protected by all applicable federal and state laws.

POSITION PURPOSE

Under the general direction of the Division Director, and the direct supervision by the Program Manager or their designee, the Residential Specialist I are responsible for providing the daily link with program clients and assisting in maintaining the stability and structure of our programs. The Residential Specialist I assists with individual assessments, client goals and participates in therapeutic, educational and enriching activities designed to assist the specific cognitive, physical, social, and emotional needs and development of our clients.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Provide direct supervision of residents and assist as necessary in activities of daily living.
- Teach and assist clients to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
- Participate in treatment team meetings and provide observational data to assist in developing and implementing individualized treatment goals.
- Maintain accurate clinical documentation regarding individual client function and progress toward treatment goals, in compliance with Federal, State, and local regulations.
- May be required to maintain Title XIX (Medi-Cal) case notes, records and program compliance data.
- Participate in maintenance and upkeep of the RCAA facilities as assigned.
- Participate in shelter activities.
- Participate in staff trainings, meetings and in-service opportunities as directed.
- Attend weekly consultation with Head of Clinical Services or their designee as working schedule permits.
- Participate in reporting and database management tasks as assigned.
- Perform job-related errands and tasks in the community.
- Other duties as assigned.
- Respond to on-call duties as assigned.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Effective methods of Social Work focusing on the issues of homelessness, trauma, addiction, treatment, recovery and harm reduction strategies.

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- Social work models of interventions and family systems theory.
- Rapid Re-Housing and Permanent Supportive Housing models and processes with obtaining and sustaining housing in rural communities.
- Motivational interviewing techniques and theories.
- Basic networked computer skills.
- Group dynamics and facilitation, staff development and community building.
- Local community resources and services in relationship to client needs.

Ability To:

- Work effectively under pressure with an ability to manage multiple client appointments and needs, and compose timely case notes.
- Work independently and with minimal supervision.
- Work well in a team approach and collaborate effectively with other agencies and providers.
- Build therapeutic rapport with individuals of various cultures, ethnicities, viewpoints, life experiences, socioeconomic status and methods of communication.
- Utilize resources within the agency and the community to implement problem-solving strategies.
- Communicate clearly and efficiently, written and orally; and be competent in English language, grammar, punctuation and spelling.
- Demonstrate good organizational skills and manage multiple tasks in an efficient manner.
- Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
- Strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
- Work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Conduct self in a professional, courteous and cooperative manner at all times and maintain a professional standard based on RCAA's Personnel Policies & Procedures handbook and the Employee Code of Conduct.
- Establish and maintain personal and programmatic boundaries
- Ensure and protect Agency, employees, 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 able to work flexible hours that may include evenings, weekends and holidays.
- 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 will be required.
- Possession of valid California's Driver's License, current auto insurance and acceptable DMV record.
- Submit to fingerprinting for criminal record clearance or background checks with acceptable results.
- Valid First Aid and CPR certification or willingness/ability to be certified.
- Must have an effective means of communication at all times; a home or cell phone with the ability to accept voicemail.

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.

NOTE FOR ALL EMPLOYEES

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
 - This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
 - RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.
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SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE RESIDENTIAL SPECIALIST I working under the general direction of the Community Services Division Director and the direct supervision by the Adult & Family Services Program Manager or their designee; the Residential Specialist I is responsible for assisting the programs families and children in their everyday lives, while encouraging them to reach their goals.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Provide direct supervision of residents and assist as necessary in activities of daily living, 75 – 80% of the scheduled work time.
- Teach and assist families to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
- Provide 1:1 therapeutic services to children in the community and at their home settings, specific to their treatment plan goals and objectives.
- Support healthy, positive relationships and attachments between parents and children through teaching opportunities, positive reinforcement and behavioral interventions.
- Work in tandem with the Family Services staff, Case Management team, and Clinician to plan and facilitate daily recreational and therapeutic activities and interventions for families.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Substance Use Disorders, mental health and social challenges and a holistic recovery model and approach with individual clients.
- Effective methods of Social Work focusing on the issues of recovery, homelessness, mental illness, trauma, addiction, treatment and abstinence strategies.
- Service models that support individuals with a wide variety of complicated housing barriers, challenges to building natural supports and accessing services.

Ability to:

- Work effectively under pressure with an ability to manage multiple client appointments and needs
- Compose timely case notes.

MINIMUM QUALIFICATIONS

- One (1) year experience working with at-risk youth and/or their families
- One (1) year experience dealing with multiple issues, including homelessness, mental illness, domestic violence and substance use disorder

Preferred Qualifications

- BA degree in Social Work, Sociology, Psychology or a related field (experience may be substituted for education on a year-for-year basis)