

Northeast Community Center for Behavioral Health



Job Title: Resident Advisor

Reports To: Program Director of the Community Living Arrangement Program

Program Coordinator of the Community Living Arrangement Program

Senior Resident Advisor of the Community Living Arrangement Program

General Duties and Responsibilities.

- Participate with Program Director – Program Coordinator (and other team members) in the development and implementation of client individual goals.
- Responsible for prompting, supervising, assisting clients in daily living skills, and household chores.
- Accompany all clients to medical appointments as scheduled.
- Complete weekly menu planning and food shopping
- Prepare, serve and monitor breakfast, lunch, dinner, and snacks respecting consumer choice of foods.
- Prepare consumers lunch to take to day program.
- Plan and supervise consumers during socialization, leisure and recreational activities.
- Daily inspection of apartment areas, supporting proper cleanliness and maintenance (Promptly report maintenance and repair issues, damage to apartment furniture, etc.)
- Proper use and monitoring of Utility services. (i.e. turn off lights and or electronic items when not in use, report problems with utilities, etc.)
- Maintain the safety of the inventory of items in the CLA apartments / report immediately any loss-damage.
- Monitor the maintenance and security of client files and information
- Provide for the security of clients personal items
- Report client needs to the Site Supervisor, Program Coordinator, and Program Director.
- Complete daily progress notes, communication log, and other forms and reports as indicated by Supervisory Staff.
- Complete Med Training and provide administration – (dispensing of medications to consumer) in an accurate and timely manner always maintaining accurate medication records on log, and immediately reporting to Medication Supervisor any issues or concerns in addition to informing the Program Director and Program Coordinator of any medication related problems.
- Maintain a current Driver’s License in good standing
- Attend training programs as required by Title 55, Chapter 6400.
- Proper and accurate handling of client funds sent to the site (turn in all receipts and maintain proper record keeping).
- Other duties as required by the CLA Director – Program Coordinator – Site Supervisor.

Qualifications:

High School Diploma/ GED (relevant experience preferred) and valid Driver’s License with clear record.



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