

TRI-CAP
POSITION DESCRIPTION

RESIDENT ADVISOR

POSITION SUMMARY:

Monitor resident's activities, demonstrate fairness in dealing with residents and document resident behavior. Interact with residents and monitor their movements in and out of the facility, perform body checks, breathalyzers and urinalysis screenings on residents. Monitor video equipment and conduct periodic checks of the facility. Complete Shift Reports and behavior checklist, enter all required information into the computer, and perform any reasonable request of the Residential Manager. Report all discrepancies, recommendations and concerns to appropriate personnel.

RESPONSIBILITIES:

1. Monitor resident activity in accordance with the guidelines prescribed in the Program Manual
2. Ascribe to the Behavior Modification Program and utilize due care and fairness in the treatment of residents.
3. Interact with residents, providing assistance with problems and a listening ear.
4. Monitor resident movement within the building and when returning to the facility.
5. Monitor resident departures from the facility ensuring staff approval, verifying return times and performing all required verification of these movements.
6. Perform and document bunk checks and body searches as directed.
7. Obtain and secure urine drops when directed and document appropriately.
8. Perform resident checks every hour during shift and document in the Shift Report.
9. Document resident behavior and interactions in the Shift Report.
10. Communicate directives and other messages to staff in the Order Book and verbally highlight significant incidents or impressions to relieving shift.
11. Perform periodic security checks of the perimeter of the building.
12. Report any problems and/or needs to the Senior RA.
13. Complete required documentation, including Shift Reports and Progress Notes, for each shift.

Required Abilities and Qualifications:

High school diploma or equivalent

Two years experience in Human Services or Associates Degree in Criminal Justice, Psychology or Social Work preferred.

Demonstrate clear and concise writing abilities

Ability and desire to interact appropriately with residents

Reports To: Residential Manager

Evaluated By: Residential Manager