



JOB DESCRIPTION

POSITION: Resident Assistant

CLASSIFICATION: Non-Exempt

SUPERVISOR: Facility Director

POSITION SUMMARY: The Resident assist supports the JHM team and clients with issues both on and off-site.

RESPONSIBILITIES:

- Answer clients and public inquiries.
- Provide customer service to clients.
- Deliver clients to doctor appointments, interviews, and classes when needed.
- Receive and process donations.
- Determine which donations are usable and which are unusable.
- Drives clients and operates JHM vehicles by following all driving laws.
- Assist with monitoring the client's activities.
- Implement chore processes including monitoring chore check procedure and chore check system
- Document and refer all behavioral interventions to the ministry team members utilizing appropriate documentation procedures.
- Assist with drug testing for reasonable cause.
- Ensure clients adhere to rules and follow appropriate guidelines
- All other duties as Assigned.

TASKS PERFORMED:

- Answers questions and provide information on procedures or policies.
- Maintain a clean and orderly work environment
- Use oral or written communication techniques.
- Monitor materials or supplies.
- Reading and understanding maps and map books
- Driving Vans to each scheduled stop

MINIMUM REQUIREMENTS:

High School Diploma or GED required. Valid Driver's license. Ability to lead by example, set and maintain a high standard, represent a Christian organization, make decisions, communicate professionally and, get along well with others, valid Alabama Driver's license, and clean driving record.