



## Resident Assistant at Shepura Men's Center

POSITION TITLE: Resident Assistant

CLASSIFICATION: Part-time, Non-Exempt

SUPERVISOR: Director of Shepura Men's Center

### POSITION SUMMARY:

The position of resident assistant is directly responsible for ensuring the well-being of Shepura Men's Center clients and Mission property in the course of transporting clients, personnel and goods to other Mission sites. The position will also provide security and office support.

### DUTIES:

- Respond to client and/or public inquiries.
- Provide customer service to clients.
- Route daily, scheduled stops in a timely and fuel-efficient manner.
- Transport clients to and from doctors' appointments, interviews and classes as needed.
- Categorize between donated items.
- Operate Mission vehicles in accordance with all driving laws.
- Assist security with supervision of buildings and client activities.
- Assist with drug tests for reasonable cause.
- Ensure clients adhere to rules and follow appropriate guidelines.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to respond to questions and provide information on procedures or policies.
- Must be able to maintain a clean and orderly truck.
- Must be able to use oral and written communication techniques.
- Must be able to read and understand maps and map books.
- Transport clients to daily scheduled stops.
- Additional duties as assigned by management.

### QUALIFICATIONS:

A high school diploma or GED is required. Must possess a clear Alabama driver's license and clean driving record. Must meet the minimum age requirement of 25 for insurance purposes. Must be able to represent a Christian organization.

#### Disclaimer

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.