



Resident Assistant Royal Pines

POSITION TITLE: Resident Assistant

CLASSIFICATION: Full-time, Non-Exempt

SUPERVISOR: Director of Royal Pines

POSITION SUMMARY:

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

DUTIES:

- Transport program clients to and from multiple sites.
- Oversee and manage numerous facets of program client operations.
- Conduct random and mandatory drug screens.
- Help maintain rules and regulations
- Assist in carrying out corrective procedures for program clients.
- Performs other administrative duties as required or assigned.
- Welcome visitors by greeting them, in person or on the phone; politely answering or referring inquiries to the appropriated personnel.

QUALIFICATIONS:

- High School Diploma or GED required.
- Safe driving record, Microsoft Office skills, inventory control and personnel skills.
- Ability to stoop, bend, and lift up to 50 pounds.

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.