



**Position Description
INDEPENDENT LIVING PROGRAM
RESIDENT ASSISTANT**

Project 16:49 is a local non-profit organization established to provide Rock County's unaccompanied homeless youth with safe, stable housing options and case management support focusing on: education, employment, physical and mental health, independent living skills, and community connections. Project 16:49 employs evidence-based assessments and a trauma-informed approach to assist youth with the development and implementation of individual goals and action plans.

The Resident Assistant lives on-site and supports Project 16:49's mission by:

Duties & Responsibilities

1. Supervise and monitor resident activities to maintain a safe and stable living environment
 - a) Ensure safety of the residence and residents
 - b) Ensure house expectations and curfew are adhered to; report/document violations
 - c) Support and implement the policies of Project 16:49
2. Oversee standards of cleanliness and maintenance
 - a) Ensure residents maintain the cleanliness of their personal space and perform their assigned household chores to the level of quality expected and within the time period specified
 - b) Perform or ensure the performance of tasks related to general property upkeep
 - c) Notify Executive Director of any needed maintenance / repairs
3. Work in a team approach to assist residents in achieving individual action plan goals and developing important life skills
 - a) Communicate individual residents' achievements, opportunities and concerns to Case Manager to ensure continuity of services
 - b) Take advantage of key 'teachable moments' to help residents develop skills in decision making, conflict resolution, time management, etc.
 - c) Foster an environment of support and accountability that encourages leadership, personal growth, and the development of independent living skills
4. General expectations
 - a) Maintain professional relationship with all residents
 - b) Address residents' concerns in a supportive and caring manner
 - c) Model effective and respectful communication with residents, staff and volunteers to create a standard of healthy communication and cooperation
 - d) Act as an advocate for residents' best interests
 - e) Collaborate in a team approach to develop, improve and/or expand programs and services
 - f) Maintain regular communication with Case Manager and Executive Director
 - g) Attend meetings and trainings, as required
 - h) Participate in occasional outreach activities and key organization events

Requirements

- Live on site
- Be available to residents during reasonable hours, and in the case of an emergency
- Provide transportation in the case of an emergency
- Valid driver's license, proof of insurance, good driving history, and reliable transportation

Skills and Qualifications

- Strong interpersonal communication skills and mediation skills
- Ability to maintain and respect confidentiality
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices
- Ability to maintain professional boundaries with residents while building trust and respect
- Ability to exercise appropriate authority and good judgment
- Knowledge of adolescent development, crisis intervention, trauma, and conflict resolution a plus
- Understanding of issues affecting homeless youth a plus
- Experience working with at-risk youth, preferably runaway and homeless youth, a plus