



Position Title:

RESIDENT LIVING ASSISTANT Full time, Part-time

Reports to: Home Manager

Summary of Responsibilities:

The Harmony Communities (HH) Resident Living Assistant (RLA) provides quality care and guidance to all residents in a Christ-like manner. The RLA encourages as much independence as possible for each resident, strives to create a “family-like” atmosphere for each resident, develops a community-like environment of caring and sharing in the home, follows State guidelines and regulations, and works in conjunction with other community partners to meet goals that define individual resident life plans.

Shifts filled by Resident Living Assistants generally are:

- Weekday (Sun to Thur) 2nd shift, typically 3pm to 10pm (variations may apply)
- Weekend shift, typically 4pm Friday through 4pm Sunday; overnight/sleeping shifts are not paid unless residents need attention which is rare; pay is for 32 hours during the 48 hour period
- Full-time RLAs work every other weekend plus 3-4 evening shifts each week, for a consistent total of 36-40 hours per week
- Part-time RLAs work weekday 2nd shifts, or weekend shifts, or a combination of the two

The Resident Living Assistant is responsible to:

1. In word and deed, display Christ-like caring to residents, families, community contacts, and others as you represent HH
2. Provide a “family-like” atmosphere of mutual respect between all parties in the home
3. Model, encourage and implement problem solving and cooperative interaction strategies
4. Encourage and implement the home rules and guidelines while keeping the best interest of the resident paramount
5. Follow written and oral instructions and procedures
6. Handle emergency situations and behavior difficulties with integrity and common sense
7. Provide residents step by step training of their personal bedroom and bathroom cleaning
8. Interact and participate with residents as they pursue a healthy living model in regards to food and exercise
9. Prepare “healthy living” meal choices and make changes to the licensing menu if necessary
10. Be respectful of home routines and personal schedules. (i.e.: pick-up and drop-off times, grocery list, etc.)
11. Transport residents to group activities
12. Complete all state licensing and HH home related trainings
13. Uphold confidentiality of client information and other recipient rights
14. Administer and record all medications as prescribed
15. Help maintain the cleanliness of the home

16. Following overnight shifts, launder and replace linens and clean overnight bathroom in preparation for the following overnight staff
17. Other duties as assigned

Necessary Qualifications:

1. Must understand and support the mission, vision, and values of Harmony Communities.
2. Must be at least 18 years of age, generally have a high school diploma or GED
3. Must be able to complete required reports, follow written and oral instructions, and manage appropriately emergency situations pertaining to each resident
4. Must have a valid driver's license with a clean driving record, and be able to drive a full-size van safely
5. Must pass a drug screen and criminal background check
6. Must be able to lift 60 pounds, with or without accommodation
7. Must be able to climb stairs, do extensive standing, participate in food preparation and cleaning
8. Must have experience or passion to work with people experiencing developmental disabilities
9. Must work in collaboration with HH Executive Director, Home Manager and residents' parents/guardians
10. Must be physically, emotionally, and mentally capable of keeping a safe and healthy home that adheres to the mission and core values of HH

Other

1. This is an hourly, non-exempt position
2. Most shifts are scheduled well in advance; if unable to work a scheduled shift, it is your responsibility to find a replacement, and keep the Home Manager informed of the change
3. There are no health or life insurance benefits
4. There are no paid time off benefits (vacation/sick/holiday/other) for part-time staff; some limited PTO for those hired with a full-time commitment