



RESIDENT ASSISTANT
WOMEN IN NEED, INC.
JOB DESCRIPTION

General Qualifications:

- High school diploma or equivalent.
- Knowledge of community resources.
- Effective verbal and written communication skills.
- Must have available transportation.
- Satisfactorily complete training provided by supervisor.

Major Responsibilities

1. Provide coverage of shelter, oversee operations, including enforcement of guidelines so that shelter runs smoothly and residents' needs are met as prescribed in their individual service plans. Responsible for security of facility.
2. Admit clients to the shelter following established policies and procedures.
3. Provide peer support counseling to residents and their children. Mediate disputes between residents or residents and their children as they occur.
4. Plan and conduct special activities with the women and children.
5. Record and maintain accurate case notes.
6. Assist on-call staff and volunteers in the provision of 24-hour services.
7. Responsible for general upkeep of the shelter, which includes cleaning, trash removal, shopping, laundry, inventory, etc.

Additional Responsibilities:

1. Maintain contact with adjacent shifts and supervisor.
2. Complete WIN's 65-hour Counselor/Advocate training.



3. Cooperate as a team member with other staff and volunteers to promote the best interest of WIN and its services to the community.
4. Uphold all WIN policies, procedures, and confidentiality.
5. Participate in relevant training, conferences, and seminars with the approval of your supervisor.
6. Complete additional duties as delegated by your supervisor.

E.O.E./A.A.

Immediate Supervisor: Direct Services Manager

Supervisory Responsibilities: Not Applicable

Hours: Part-time 20 hours per week will vary according to schedule. Evenings and weekends are essential.

Classification: Non-Exempt