

YWCA of Greater Portland
1111 SW 10th Avenue, Portland, OR 97205
Telephone (503) 294-7470; Fax (503) 294-7399, www.ywca-pdx.org

Job Opening Announcement

RESIDENT ASSISTANT – ON CALL (TOP)

IMMEDIATE SUPERVISOR: Program Manager
Transitional Opportunities Project (TOP)
Downtown

STARTING WAGE/SALARY: \$9.28 plus graveyard shift differential
Varied hours as needed; **must be willing to work weekends, swing shifts and graveyard shifts**

JOB OPENING DATE: **03/08/2010**

APPLICATION CLOSURE DATE: Immediate opening, open until filled

A YWCA job application form is required, please. Resumes are welcomed but are not accepted in place of the YWCA job application form. Application forms are available at 1111 SW 10th Avenue, Portland, OR 97205 or www.ywca-pdx.org. Click on "About Us" then "Employment Application" from the drop down menu.

PRIMARY RESPONSIBILITIES:

Provides supervision and pro-social support for female residents. General responsibility for monitoring, crisis intervention, rule and procedure enforcement. Functions as a team member with other staff.

JOB DUTIES:

1. Supervise compliance of residents to program rules and regulations.
2. As part of team, provide support and monitoring pursuant to resident case plans.
3. Conduct surveilled urine collection from and give breathalyzer to residents in accordance with TOP procedures.
4. Maintain written records and logs as required.
5. Conduct room inspections, room and individual searches, head counts.
6. Assist with food service program and supervise resident activity in the kitchen.
7. Participate in residential accountability program by completing incident reports and enforcing sanctions.
8. Conduct and participate in evacuation drills, maintaining logs as required.
9. Attend scheduled meetings and trainings.
10. Perform minor clerical support including filing, copying and light word processing.
11. Make phone contacts with treatment providers, employers, residents and others in the community to monitor resident's accountability.
12. Supervise resident program activities, including, if needed, activities away from the facility.

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and fully committed to employing a diverse workforce**

13. May complete initial intake with new residents.
14. Use best practices, including but not limited to reflective listening, motivational interviewing, strength-based learning, to assist residents in meeting goals.
15. Train residents in community responsibilities and community good citizenship.
16. Communicate shift occurrences accurately and fully to incoming staff.
17. Protect all client information as strictly confidential and only available on permitted need-to-know basis.

JOB QUALIFICATIONS:

Minimum high school diploma or GED preferred. Minimum of one-year experience working in a shelter, residential or emergency service setting. Education may be substituted for experience. Education / training in crisis intervention, problem solving, social services, criminal justice / corrections preferred. Must have telephone. Requires current certificates for CPR, First Aid, and Food Handler's card.

Able to work with women of diverse cultural and economic backgrounds. Able to use/learn cognitive reflective skills, perform with a positive team attitude in the workplace, attention to detail, good verbal and written communication skills. Computer proficiency. Must pass a criminal background check (conviction of a crime may preclude employment due to contractual requirements.) Must be able to perform this job without direct threat to oneself or others.

Office setting with some local travel possible; occasional verbal outbursts from clients. May be only staff on duty. General good health. Hearing, speech and sight within normal limits with correction. Ability to walk length of building, regularly climb one flight of stairs, and a maximum of four flights of stairs in an emergency. Must occasionally lift up to 25 lbs.

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