

## Vacancy Announcement

**Job Title:** Night Shift Resident Advisor

**Location:** Pine Haven Homeless Shelter/EHC

**Work days and hours:** 40 hours per week

**Salary range:** TBD

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**Qualifications:**

**See posting**

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**Resumes must be submitted to:** Mike Horn (Program Director): at the R.C.C.A.A. Pine Haven 103 S. Eisenhower Dr. Beckley WV or through our Website.

**Closing date: open until filled**

RCCAA offers the following benefits life Insurance, Medical, 401K, annual time, personal time, and holiday pay.

For additional information, contact Mike Horn at 304- 255-9124.

CDH  
5/18/23

## Job Description Resident Advisor

Resident Advisors, monitor the activities of clients residing in Raleigh County Community Action facilities to ensure client safety.

### *Job Duties:*

- ❖ Supervise the cleaning of residents' quarters and facility grounds
- ❖ Monitor and document clients' medication.
- ❖ Complete the initial engagement and intake of new clients.
- ❖ Coordinate meals and supervise the cleaning of kitchen and dining area.
- ❖ Orient clients regarding shelter rules and regulations.
- ❖ Assist case managers in implementing the treatment plan of each client.
- ❖ Attend staff meeting and in-service trainings as required.
- ❖ Complete activity logs and other documentation as required.
- ❖ Perform any other duty assigned to ensure a safe, therapeutic environment for residing in any RCCAA facility.

### *Qualifications:*

- ❖ Background in social services preferred
- ❖ Valid West Virginia driver's license preferred
- ❖ Valid West Virginia ID required (If no driver licenses)
- ❖ Ability to work with diverse populations.
- ❖ Experience as a volunteer and a record of community service.
- ❖ Computer skill
- ❖ Flexible hours

*Supervisory Control/Evaluations:*

Resident Advisors are under the direct supervision of the Director. A written evaluation will be issued following a 90-day probationary period. Non-probationary employees will be evaluated annually.