

# LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

## Job Description

### Resident Advisor I

Reporting relationship:	Position reports to Operations Director
Work schedule:	Varying workdays and hours including weekends are required.
Date established:	August-97
Date revised:	9/98, 8/99, 6/01, 2/03, 11/03, 8/04, 6/06, 2/19, 3/22
Description:	Hourly Position, Non-Exempt, Non-classified

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### Summary of Duties & Responsibilities:

#### Overview-

Under the direct supervision of the Operations Director and Operations Coordinators, the Resident Advisor I is directly responsible for observing and monitoring the movements of residents and others throughout the facility and its premises; maintaining facility in a safe, sanitary, secure and orderly condition; supervising residents in accordance with rules and regulations performs other related duties as required.

#### Duties & responsibilities (illustrative examples)-

##### I. Resident/program duties-

1. Maintains an atmosphere conducive to agency philosophy, embracing CBT, and humane living conditions.
2. Be aware of resident treatment/rehabilitation plans and needs, and assists residents in working toward completion of contractual objective.
3. Responds to resident needs and conflicts in a preventative fashion so as to reduce volatile situations.
4. Enforces residential program rules and regulations and follow appropriate reporting procedures for violations.
5. Assures resident movement follows agency procedure, monitoring residents entering and leaving program by following the established sign-in and sign-out procedures, coordinating same.
6. Responsible for monitoring resident curfew and recording same properly.
7. May be required to conduct urinalysis/breathalyzer testing according to established procedures, coordinating same.
8. Responsible for handling crisis and emergency situations in program, calling for assistance when needed, and document all such incidents per agency policy.
9. Reports any positive or negative resident behavior incidents in accordance with established reporting procedures.
10. Assist in the supervision of center recreational activities.
11. Assist in the supervision of resident visitation, ensuring established policies and procedures are adhered to and that required documentation is completed.
12. Assist in resident intake/orientation procedure according to agency policy and documents same as required.

## II. Operational duties-

1. Maintains overall safety, sanitation and security of facility and its premises.
2. Maintains overall order within the facility and its premises.
3. Reads the facility log on a daily basis. Records in substantial and comprehensive fashion all shift activities in the log book according to agency policy.
4. Conducts visual head counts, isolation checks, facility shakedowns, and resident searches according to established procedures. Documents all such activities.
5. Monitors, identifies and documents all individuals (i.e., visitors, outside agency personnel, officials, etc.) entering and leaving the C.B.C.F.
6. Supervises, directs and evaluates completion of resident housekeeping assignments within areas of responsibilities. Ensures necessary cleaning supplies are available and utilized properly.
7. Strictly adheres to key control system established by agency.
8. Dispenses/receives linens for residents.
9. Supervises meal service to residents as assigned. Including seating residents and monitoring food intake of residents on special/restricted meals. Monitors kitchen crew when serving meals and assist in serving meals if necessary.

## III. General duties-

1. Understands and adheres to policy and procedural requirements of the C.B.C.F. program.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the C.B.C.F. program.
3. Remains alert throughout work shift and maintains contact with personnel on duty to be aware of unusual situations that may arise and/or problems that need to be resolved.
4. May be required to provide transport assistance to residents, C.B.C.F. employees, and documents same.
5. Answers facility telephones in absence of support staff, and monitors resident business telephone calls (i.e., attorneys, clergy, prospective employers, outside agency counselors, etc.).
6. Advises Operations Director regarding any maintenance rodent/insect control, first aid equipment, fire safety equipment needs, as well as, reporting any other matters concerning safety, sanitation and security which require attention.
7. Meets with the other Resident Advisors on a daily basis for a mutual exchange of work related current events.
8. Works with Operations Director to continuously upgrade the effectiveness and efficiency of the relevant areas of responsibility.
9. Supports, cooperates and works with other agency staff in meeting the needs of the program.
10. On-call in the event of scheduling problems and/or emergency situations.
11. Completes a minimum of forty (40) hours of in-service training per year. Participates in

seminars and continuing education programs when appropriate and feasible.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	2 year college degree, high school diploma or general equivalency diploma.
Experience	Two years working experience in a correctional facility or related experience. preferred. Computer skills required. Prefer knowledge of 12-step or recovery process.
Skills	Must know, understand, and apply C.B.C.F. program ideologies.

Must internalize and support the program as a positive adult role model.

Must convey a strong interest in being involved in offender rehabilitation.

Ability to recognize unusual and/or threatening conditions and take appropriate action.

Ability to maintain records and prepare routine reports.

Ability to work under stressful and demanding conditions.

Skill in oral and written communication.

Ability to effectively manage time and organize workload.

Ability to establish and maintain effective working relationships with clients, co-workers, the community, etc.

Ability to work independently.

Ability to plan, organize, train, and direct work of residents in the completion of their assigned housekeeping duties.

Skill in problem resolution.

Ability to demonstrate the physical strength with which to lift up to fifty pounds.

Note- Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.