



Job Description Resident Assistant

Resident Assistants at Sunnybrook are employed to live in the house and provide frontline modeling and mentoring for Residents. Our desire is to have gospel-oriented individuals that are committed to Sunnybrook's vision and Christ's mission, serve as Resident Assistant.

Responsible to: Direct Care Supervisor

Qualifications: Highschool Diploma, at least 25 years of age (preferred), and professional experience working with youth in a ministry setting

Work week: Full time position – 1 extended weekend off per month (Thurs-Sun), 3 weeks off annually, paid housing, paid utilities, and full-time benefits included

1. Expectations within the home:

- Ensuring the cleanliness and order of the home in conjunction with the Residents
 - House is "Tour Ready" at all times
- Providing oversight and supervision within the house
 - Residents will have a calendar and schedule for where they are to be; it is the responsibility of the Resident to update the RA of any changes to their schedule
 - Residents may come and go as needed; the RA needs to report any over-night, unscheduled absences to the Direct Care Supervisor
 - Complete and submit bi-weekly Progress Notes on Residents
- Creating a structured environment while also allowing moderate flexibility on a day-to-day basis

2. Engagement with the Residents:

- Assisting, and modeling healthy habits and productive skills related to daily community living
- Reinforcing program philosophies within the house with regards to work, problem-solving and serving others (Supporting Residents in their daily lives and acting as an encourager)

3. Involvement with Residents' personal development:

- Establishing the climate of the house in a manner that is Resident-focused and is relational in nature
- Create and maintain a healthy community within the home related to engagement, use of shared spaces, communication, and respect for your neighbor.

4. Support the overall team's effort:

- Be prepared to step in and encourage/redirect Residents when/if they ask for your assistance
- Complete the CPS Training annually (online); complete CPR and First Aid Training every other year; attend Sunnybrook Policy and Procedures Training annually.



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Core Competencies and Measurable Expectations:

- Gospel-Driven – It is expected that *Resident Assistant* will maintain an eternal perspective to their assigned work within the houses. A core marker of *Resident Assistant* will be their desire to use everyday life experiences to both teach and model the Gospel for the Residents they shepherd.
- Flexible – It is expected that *Resident Assistant* will be prepared for the uncertainties that working in this field bring. *Resident Assistant* will be expected to be flexible (items outside of Sunnybrook control) in carrying out their job duties and daily plans. It is also expected that *Resident Assistant* will seek to improve processes that promote structure and consistency within the houses and on campus.
- Emotional Intelligence – It is expected that *Resident Assistant* will be able to connect relationally to Residents in such a way that discrepancies in Residents' baseline moods, words and behaviors will be recognizable and met with the needed support.
- Manage Conflict – It is expected that *Resident Assistant* will navigate adversity both within the home and with the team in a way that is solution-focused and reinforces program's mission and vision. Healthy boundaries are critical for *Resident Assistant* to establish and guarding these appropriately will inevitably lead to conflict amongst team members and/or Residents. This has to be met head-on with truth-filled conversations covered in grace for one-another.
- Problem-Solver – It is expected that *Resident Assistant* will first seek to solve problems within the home before requesting assistance. The *Resident Assistant* are expected to be the primary leader within each house (not program staff) and thus will face the burden of solving their problems and the Residents'.

I, _____, have read the above job description, and am in full agreement with the qualifications and duties ascribed to this position, understanding that annual supervision will be based on the abovementioned list of duties.

Houseparent Signature

Date

Direct Care Supervisor Signature

Date

Program Director

Date