



Position Title: Overnight Resident Assistant (RA)

Reports to: CEO

Updated: November 2022

GENERAL DESCRIPTION

Reporting to the Light of Life CEO and working directly with the program staff, the Overnight Resident Assistant will offer support to maintain the Light House and be a positive presence in the lives of program participants. This position involves direct care for the women who are working through their program as they journey from exploitation, addiction, and trauma to liberation, healing and recovery, providing the necessary coverage of a safe presence in the home during the overnight hours.

DUTIES AND RESPONSIBILITIES:

- Be a presence in the home that the women can turn to while staff is not there should something come up – in the night or early morning hours.
- During an emergency within the home, have the discernment to know when to call the staff member on call and/or the police or other emergency personnel.
- Maintain a professional relationship with the Direct Care Specialists and other Light House staff/volunteers to create strong communication regarding client's wellbeing.
- Provide direct oversight and report out on client point system and assignments of client house responsibilities.
- Assist with minor supports and guidance to clients when indicated.
- Ensure house is secure with security systems in place
- Oversee the dispensing of medications and documentation of medications for each assigned resident. (You will be trained on this)
- Ensure professional documentation is completed in timely and quality manner including incident reports and necessary updates of overnight activity.

- Meet with the CEO monthly to debrief on the overall culture of the home and for personal reflection, as well as to debrief on any specific needs for the home or when there are any maintenance issues.
- Ensure confidentiality is maintained at all times.
- Be a good role model to clients and children.

ESSENTIAL KNOWLEDGE, SKILLS AND ATTRIBUTES:

QUALIFICATIONS:

- Commitment to schedule
- Friendly personality and ability to interact with a variety of personalities, backgrounds, and ability to handle sensitive and confidential information with discretion and judgment.
- Ability to accept different viewpoints
- Believe in the mission and purpose of Light of Life Ministries and The Light House
- Willingness to love unconditionally and put the needs of the women in recovery in the safe home above oneself
- Ability to interact with women who have significant trauma, mental health recovery and addiction recovery – offering them grace and having patience
- Calming presence
- Must be a female over the age of 19

TIME COMMITMENT

Working in shifts with the other Resident Assistants, you are expected to be in the home from **7:00pm until 7:00am** each week for the night(s) you are assigned to. Vacations or time away should be worked out with the other Resident Assistants, and CEO ahead of time.

Time commitment is for **one to three nights a week** depending on availability.

SHIFT DESCRIPTION

There is no expectation that you stay awake during the hours you are at the house. In fact, it is expected you will sleep during this time.

When you arrive for your shift, talk with the last staff of the day. There is a checklist to run through to secure the house before you head to bed.

During the night, if there is any sort of disturbance, call the program staff member who is on call (or if needed the police or other emergency personnel), and they will deal directly with the emergency. These emergencies are few and far between and not a common occurrence. Most Resident Assistants sleep the night through undisturbed.

In the morning hours, you may need to prepare and distribute the medication for the clients before the first volunteer or staff member arrives for the day.

Please note, you are free to arrive earlier than 7pm and be a part of the evening if you so desire (eating community dinners or simply hanging out). You are also free to stay a little longer if needed in the morning to get yourself ready for the day. There is a kitchen, plenty of coffee and a personal bathroom with a shower for the Resident Assistants.

There is a stipend of \$70 a night for this position. \$200 sign on bonus for those who start by December 15, 2022.

NOTE: The purpose of this job description is to provide a concise statement of the work elements of the position, and to organize and present the information in a standard way. It provides as much detail as is necessary to distinguish the position for all others. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions. Light of Life Ministries is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

Interested applicants, please contact Kristie McKenney at 603-232-1107 X2 or Kristie@lightoflifenh.org