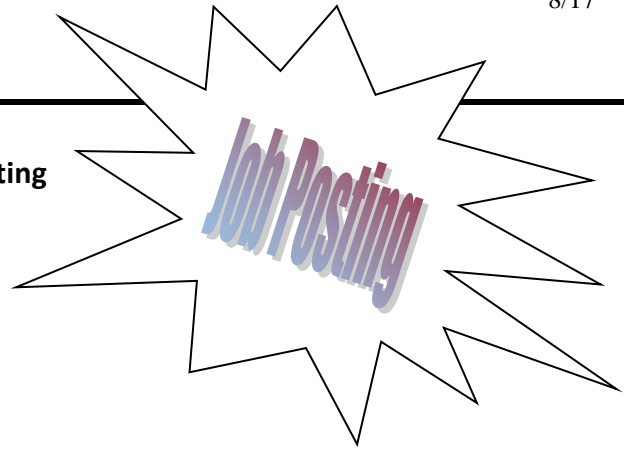


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**Job Posting**

**Position:** Residential Advisor

**Full-Time**

**Non-Exempt**

**SUMMARY**

Responsible for the day to day supervision of MHY residents comprised of at-risk-youth between the ages of 9-18 who are at risk of abuse or neglect, have been abused or neglected, have serious emotional, mental or behavioral disturbances, and/or are involved in the juvenile justice system. Responsible for carrying out and directing residents' daily routines, completing documentation and reports, and communicating with families by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Provides positive role modeling for residents in areas of communications, decision-making, and problem solving.
- Acts as the Primary staff for assigned residents, including preparing appropriate reports, communicating with other team members and supervising family visits.
- Supervises and assists residents in their daily tasks in support of individual goals.
- Accurately completes group notes, On-Duty Reports, Safety Plans, Serious Incident Reports, and similar documentation in a timely manner.
- Communicates in an effective manner with co-workers regarding residents' daily living activities.
- Assumes a leadership role, particularly during crises, to affect calm and effective solutions.
- Reports any inconsistencies, conflicts or problematic situations to the appropriate Residential Program Manager(s) or in the RPMs absence, an Assistant Residential Program Manager.
- Responds appropriately and effectively to directives assigned by the Residential Program Managers, Assistant Residential Program Managers, or senior manager.
- Ensures a safe environment for both residents and co-workers.
- Distributes medications effectively and as prescribed.
- Participates in meetings and training sessions, as scheduled.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities of other staff.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in a related field of study preferred; high school diploma and a minimum of two years prior related experience in youth direct care services required; or equivalent combination of education and experience. Must be 21 years of age with current Act 33, 34 and FBI clearances, and current PA state driver's license with an insurable driving record required. Must possess demonstrated PC skills

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including basic MS Office applications. Additional training or licensing as required by regulations, or as deemed necessary by the Executive Director or Director.

**EOE**