



**DATE:** January 2021  
**ROLE:** Residential Care Associate  
**STAFF LEVEL:** Full Time  
**REPORTS TO:** Executive Director  
**Hours:** 1<sup>st</sup> Shift/staff meetings/trainings

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*At Hannah's House, we are dedicated to building a committed team devoted to the high calling of serving disadvantaged women, while also living as a passionate advocate of Hannah's House's mission, vision and values. We all acknowledge that this is not "just a job" but rather a "ministry." Team members use their God-given S.H.A.P.E. to advance the mission at Hannah's House wherever they are. We have the great privilege and responsibility of regularly participating in Hannah's House events and opportunities with the residents we serve. Each team member is a person of high integrity and makes decisions based on sound morals and values.*

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## SUMMARY

The Residential Care Assistant is responsible for assisting in the love and care of our residents. The Residential Care Assistant will help empower/coach residents to take the necessary steps to successfully transition to stable/independent living. The role is also to assist in overseeing the day-to-day operations of the Leep Home.

## PREFERRED QUALIFICATIONS

- Love for people
- Experience with at-risk people groups
- Bachelors Degree in Human Services, Social Work, or Related Field
- Proficiency with Microsoft Office Suite

## ATTRIBUTES

<b>Relational Leader</b>	Friendly and approachable, models the value and practice of healthy relationships and communicates with others in a way that they feel valued and heard
<b>Developer</b>	Encouraging residents and volunteers while able to see the potential in residents, part time staff and volunteers.
<b>Team Player</b>	Understands the importance and value of team and operates to empower other team members.
<b>Responsible</b>	Able to take ownership of commitments and constantly have a forward-thinking lens to see necessary tasks that need to be completed and to see potential problems before they arise. Able to identify problems and collaborately work with the team to find solutions, able to prioritize, organize and provide timely information in regards to the Leep Home. Able to manage schedule, tasks and deadlines to assure promptness of work.
<b>Discreet</b>	Ability to handle sensitive information with the utmost confidentiality

## PRIMARY RESPONSIBILITIES



<b>Resident Care</b>	Responsible for leading, encouraging, and empowering residents to attain their goals by using the skill sets they have, teaching residents new skills as needed, and helping residents complete programming phases and achieving success.
<b>Love and Support</b>	While demonstrating appropriate boundaries, love the residents where they are and support them so they are empowered to move in the direction that Christ has designed for them. Follow up and coach/encourage residents in their steps towards transition, and help residents develop and accept responsibility for the consequences of their choices.
<b>Food/Nutritional Leader</b>	Assist, teach and help prepare balanced meals using best practices. Oversee weekly meal planning and food/Food Bank shopping. Provide nutritional coaching as well as helping residents track and reach nutritional goals.
<b>Spiritual Development</b>	Facilitate a daily spiritual/prayer service/activity for residents personal growth and walk alongside the residents on their personal spiritual journey.
<b>Safety/Security Leader</b>	Oversee facility safety including inspecting and documenting fire alarms and fire extinguishers and implementing safety and security protocols for the home and its residents. (Safe Sleep)
<b>Medication Facilitation</b>	Help ensure residents follow safe medication protocols for themselves and their children. Monitor and secure medications, facilitate residents' self-administration of medications, and document medication administration.
<b>Data Entry</b>	Document key resident updates that occurred during the shift. Provide weekly summary of critical information in the system to support part-time staff effectively caring for residents. Tracking Incident Reports and creating a schedule of random drug testing for residents.

## SUCCESS IN THIS ROLE

<b>Clarity</b>	Communication to staff/volunteers is clear, prompt and professional in regards to primary responsibilities. Provide weekly summary of critical resident information to part time staff via the current communication tool. Provides weekly updates to Executive Director.
<b>Reputation</b>	Staff, volunteers and residents can place confidence and trust in the Lead Residential Care Assistant, knowing they will follow through on what they say or what is asked of them in a timely and professional way.
<b>Residents</b>	Residents are taking steps toward phase completion and goals. Residents are implementing age appropriate developmental milestones with their babies and implementing healthy eating habits.
<b>Safety</b>	Residents and staff are confident in the safety and security of the Leep Home. Medication protocol is followed and residents fill their Rx's in a timely manner and med documentation is accurate and timely.
<b>Support</b>	Residents feel loved and supported for where they are on their journey and accept the consequences for their choices.
<b>Cooperation</b>	Cooperative and supportive working relationship with the team, neighbors, volunteers and residents. Part time staff are informed and growing in their relationships with residents.
<b>Spiritual Development</b>	Residents are taking steps towards Christ and their personal spiritual growth and development.