



Job Description

Residential Associate, Adult Program

Under the supervision of the Adult Program Manager, the Residential Associate (RA) is responsible for facilitating the residential activities and managing residential safety as outlined by the interdisciplinary treatment team for the delivery of services. Additionally, the Residential Associate will promote the use of the Nurtured Heart Approach, as well as the Attachment, Regulation, and Competency interventions (ARC) in all residential activities with the goal of sustaining a safe and comfortable environment for the residents of the program.

PERFORMANCE STANDARDS:

- 1.) Perform all duties and demonstrate behaviors and attitudes consistent with the Mission Statement and Core Values of the organization, and the Nurtured Heart Approach.
- 2.) Continually participate in building and maintaining positive working relationships through effective communication, performance improvement and teamwork efforts.
- 3.) Be of good character and reputation; sufficient physical, mental, and emotional health to satisfactorily perform her or his job duties.
- 4.) Actively participate in safety programs of the organization by identifying potential risks and promoting client safety as well as environmental safety.
- 5.) Accomplish individual and team goals and objectives established by supervisor based on prior performance evaluation.
- 6.) Comply with HIPAA guidelines regarding client rights and confidentiality.
- 7.) Comply with documentation and training set forth by Human Resources.
- 8.) Actively participate in CGE's clinical research efforts by ensuring accurate and timely reporting for all assessments and evaluations

SPECIFIC DUTIES:

- Ensure resident safety by maintaining knowledge of residential census and conducting periodic room checks.
- Prepare resident rooms for admission and discharge.
- Facilitate and oversee activities consistent with residential treatment plan of identified life skill needs.
- Assist with parenting skills and childcare as appropriate.
- Assist with activities of daily living.
- Provide client orientation to residential program with review of program policies/procedures, client rights, house rules.
- Implement residential policies/procedures and curriculum for residential living.
- Keep inventory of residential supplies and communicate needs to supervisor.
- Coordinate, observe, and document self-administration of medication.

- Supervise and document parent's administration of medication to their children.
- Transport residents to scheduled and/or emergency medical appointments as directed. Deliver appropriate documentation to the Nurse/Parent Educator for the upkeep of medical records.
- Transport and accompany clients for residential activities (i.e., grocery shopping, recreational activities, etc.) and responsibilities (i.e., Board of Social Services, WIC, vocational training, volunteer services, employment, self-help meetings, etc.).
- Facilitate residential conflict resolution and provide crisis intervention as needed.
- Complete documentation in daily communication log, medication log, incident reports, visitation, etc., and ensure appropriate staff communication across shifts.
- Implement and ensure completion of daily activities (i.e., meals, chores, shipping, psycho educational groups, recreational activities, client appointment, and transportation).
- Provide residential service information to supervisors for weekly multidisciplinary team conferences.
- Participate in appropriate case management with referral/funding agencies, legal system and outsourced resources as needed.
- Facilitate and record fire drills and other emergency drills procedures as instructed.
- Ensure facility compliance with regulatory licensing requirements.
- Maintain records as required by organization policies and regulatory and accrediting agencies.
- Participate in training programs to enhance teamwork, team collaboration, communication and program development.
- Participate in program, committee, and clinical staff meetings as indicated.
- Participate in program evaluation and ongoing efforts to enhance quality of services.
- Participate in building maintenance needs and upkeep as requested.

OTHER:

- Work as a member of a team to establish and maintain a high level of care and respect for, and communication with residents.
- Work in a consistently professional manner at all times, which includes, but is not limited to, treating all residents, staff, guests, and volunteers with dignity and respect.
- Implement emergency procedures as necessary.
- Perform other duties as directed.

REQUIREMENTS:

- High school diploma and 3-5 years of experience in residential recovery treatment in a group residential setting, OR Bachelor's/Associates degree in counseling, education, social work or related field with one-year experience in recovery treatment in a group setting preferred.
- Current NJ driver's license needed; will be required to meet safe driving requirements.
- Must be 21 years or older.
- Excellent organizational and interpersonal skills with friendly and professional demeanor.
- Experience and comfort working within residential setting preferred.
- Team-player outlook. Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Ability to be flexible to the daily changing needs within the community and to handle obstacles with compassion and resolve.

