WOODLEY HOUSE DC
Homes for dignity and community since 1958

Residential Advisor

Reports to:	Program Manager	Program: Valenti House/Holly House
Classification:	Non-Exempt – Emergency	
Date:	Rev 9/28/22 Rev 3/6/24	Approved: Executive Director

JOB SUMMARY:

Residential Advisors are expected to oversee residents in a therapeutic environment of care that is supportive, calm and engaging. Residential Advisors provide supportive services to residents. They are responsible for medication monitoring, meal planning and overseeing residents as they prepare meals and their daily chores. Residential Advisors assist residents with their daily activities and write progress notes. This role is part of a comprehensive and integrated team.

SALARY RANGE: $20 - $21 / hour

ESSENTIAL FUNCTIONS:

1. Contributes to therapeutic milieu of the environment and leads community meetings as scheduled.
2. Monitors medication according to program guidelines.
3. Assists in preparing scheduled and planned meals and snacks for residents, observes dietary restrictions and guidelines of specific residents.
4. Completes intake paperwork with consumer, completes daily progress notes, and participates in discharge planning in accordance with program and DC Department of Behavioral Health Guidelines
5. Assists residents with activities of daily living, including but not limited to cooking, laundry, hygiene, budgeting and cleaning.
6. Provides supplemental case management services.
7. Assists in resolving disputes amongst residents.
8. Ensure that all residents attend scheduled appointments with health providers.
9. Residential Advisors relay observed changes in resident behavior to supervisor or Woodley House clinical staff, and resident's community care provider accordingly.
10. Residential Advisors will ensure that residents receive immediate access to appropriate care in the event of a psychiatric or medical emergency.
11. Provides supportive services to residents as indicated.
12. Clean and sanitize restrooms/bathrooms using established practices and procedures, as assigned.
13. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets
14. and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers, as assigned.
15. Maintain and execute confidential information by HIPAA standards.

ADDITIONAL RESPONSIBILTIES:

1. Fully cooperates with the organization's compliance and quality improvement program.
2. Participates in staff meetings and training as assigned.
3. Performs additional related duties as assigned by their respective supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates patience and empathy.
2. Basic understanding of mental health disorders.
3. Basic computer skills i.e., Microsoft Office and Zoom.
4. Exhibits strong organizational skills.
5. Maintains friendly, encouraging, outgoing and compassionate demeanor.
6. Possesses excellent interpersonal and conversational skills.
7. Possesses excellent problem-solving and conflict resolution skills.
8. Communicates clearly and effectively.
9. Works calmly and efficiently in a crisis.
10. Able to climb stairs and lift at least 25 pounds.
11. Respectful and sensitive to cultural differences

EDUCATION AND EXPERIENCE:

1. High School Diploma or the equivalent
2. Bachelor's degree preferred
3. If no bachelor's degree then at least 1 year of experience working with persons with mental illness or 1 year of education in human services, or a combination of education and experience totaling at least 1 year.
4. Required – valid driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, driving, carrying (20lbs), and lifting (20lbs). Operating a computer keyboard, firm/strong grasping, and repetitive hand control. Able to complete all forms in personal writing. Makes and receives telephone calls. Use of general office equipment, copier, scanner, fax machine Subjected to outside environmental conditions.

This job description has been approved by all levels of management:

HR or Manager designee: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____