

Job Title: Residential Aide

Department: Horizon House

Reports to: House Manager

Category: Part-time regular

FLSA: Hourly/ Non-exempt

Approved By: *Sue E Whitehurst*

Approval date: *4/18/18*

#### Summary

#### **Essential duties and responsibilities include the following:**

Provides services in accordance with all Townhall II/Horizon House policies and procedures as well as the Agency Mission Statement.

Provides a positive environment for all house residents, keeping them safe and encouraging personal recovery.

Perform all Horizon House duties, including monitoring residents' compliance with rules of the house, implementing the halfway house schedule, monitoring residents' completion of their chores and any phone calls that they are permitted to make.

Administer both oral and urine drug screens in a professional and discreet manner.

Orient residents to the rules and expectations outlined in the Horizon House Rules and Expectations binder.

Perform room searches as assigned by House Manager and property inspections at time of admission and discharge.

Monitor residents' safety while performing their chores, including food handling and house cleaning activities.

Transport residents to off-site activities in a safe and professional manner.

Document all shift activities in the House logbook prior to the completion of shift in a legible and professional manner.

Communicate all concerns for residents' physical, mental and emotional health to the appropriate professional, particularly the house counselor and/ or house manager.

Monitor residents' self-administration of medication accurately and in a professional manner, using the procedures described in Horizon House procedures.

Have a working knowledge of all safety procedures, including fire, bomb, and tornado drills and be able to implement these procedures in the event of an emergency.

Respond promptly and appropriately to all emergencies, notifying the appropriate personnel and supervisors as needed.

Interacts with residents in a courteous and professional manner, as well as their families, coworkers, and other service agency professionals.

Complete all assigned staff training, attend professional development meetings, and attend halfway house staff meetings.

Performs other duties as assigned.

Supervisory Responsibilities: None noted

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The responsibilities must be carried out according to the organization's policies and applicable laws. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Education and Experience:** Minimum requirements include High School Diploma or a General Education Degree (GED). The requirements of this position are subject to regular review at the discretion of the director or any changes in state credentialing or funding regulations.

**Certificates, Licenses, and Registrations:** All aides are required to have a valid and current driver's license.