

## **Resident Assistant**

### **Qualifications — The R.A. shall:**

1. Be qualified on the basis of personal character to work with expectant and troubled young women.
2. Be a college student/single woman with integrity who can be a living example of Christ's love.
3. Be teachable and willing to work as part of a team.
4. Believe that life begins at conception, and for an unplanned pregnancy, abortion is never an option.
5. Have a personal relationship with Jesus Christ, attend church on a regular basis and be comfortable in sharing faith with others.
6. Be capable of providing leadership and spiritual guidance to young women according to their specific needs.
7. Have a neutral stance on adoption vs. parenting concerning unplanned pregnancies.
8. Have a valid driver's license and be able to transport residents in agency vehicle.

### **Duties — The R.A. shall:**

1. Assist Houseparent with enforcement of policies and upkeep of facilities.
2. Alternate weekends and evenings in charge ("on-duty") with Houseparent.
3. Assist Houseparent in overseeing completion of chores according to assignment chart.
4. Assist Houseparent in transporting residents to church, some appointments, and outings.
5. Give basic instruction on food preparation (Houseparent creates cooking schedule).
6. Attend weekly staff meetings. Review the status and progress of each woman; provide feedback as appropriate to better serve needs of residents.
7. Assist in planning family outings (shopping, community events, exercise, etc.).
8. Be an encourager and a "listening ear" for residents. Build relationships with them!
9. Develop good working relationship with volunteers and staff, especially Houseparent(s).
10. Assist Houseparent in screening materials brought in by residents (i.e. books, music, magazines, videos, etc.). Consult with staff when necessary.
11. Maintain discipline structure and carry out/follow through as agreed upon by staff. Rebukes are to build character, not to control!
12. Help teach volunteers house structure/rules when on-duty.
13. Assist Houseparent in documenting pertinent information, including incident reports, phone log for minors, visitors, and transportation log for each woman.
14. Assist people who come to our door in obtaining donations from storage garage in back.
15. Accept P.C. donations from individuals; document in binder and give them receipt if they desire.
16. At curfew, check that doors are locked, lights off and alarm set. Check that the commons area is in order before bedtime.
17. Take care of yourself!