

RESIDENT ASSISTANT (RA) DOWN HOME RANCH

Resident Assistants enthusiastically share life, home, and community among people who have intellectual and developmental disabilities (IDDs) by providing them with instruction and guidance toward achieving greater independence. This is a live-in position managing a home with four residents with IDDs. The RA reports to the Director of Programs.

Requirements

- Demonstrable, significant educational, vocational, or volunteer experience providing direct care for vulnerable populations, i.e. providing foster care, direct care to people with disabilities, serving as camp counselor, special education teacher, etc.
- Capable of managing household, including the preparation of meals from scratch
- Minimum age of 21; excellent driving record and able to pass extensive criminal and employee misconduct background checks
- Able to write standard English at 8th grade level and prepare daily documentation as required
- Commitment to win-win resolutions providing for optimal care and safety of residents
- Team player, willing to accept supervision and follow established chain of command
- Personal and employment-related references required

Duties

- Work with residents to maintain safe, attractive and sanitary household
- Tactfully and respectfully provide coaching and supervision of residents in all domains of life
- Assist residents with preparing healthy, nutritious meals and snacks
- Assist residents with caring for clothes, rooms, cash, and possessions
- Cooperate with colleagues in providing educational and recreational opportunities for residents
- Supervise and record medication passes
- Complete and transmit records, forms, and logs
- Attend staff meetings, workshops and trainings
- Read and comply with all requirements as spelled out in staff training, in the Policies and Procedures for ICF-MR at Down Home Ranch and in the Employee Handbook

Housing & Amenities

- Old-fashioned neighborhood on beautiful 340-acre ranch, with large swimming pool and fitness center on site, and opportunities for hiking, biking, and sports
- Private bedroom in large modern house with amenities
- Residence in a Ranch-provided home is extended solely as a condition of employment and terminates immediately upon cessation of performance of duties of position, whether such cessation is initiated by the employer or the employee
- No pets or dependents; alcohol/drug/tobacco-free environment

Compensation & Benefits

- Salary with periodic reviews, paid twice monthly
- Medical, vision, and dental insurance programs; premium cost-shared by Ranch.
- 403 (b) retirement plan with employer match after 90 days

Work Schedule & Holidays

- The RAs schedule is determined in consultation with the Director of Residential Programs to best meet the needs of residents. Occasional overtime required.
- Typical work schedule consists of supervising four residents in the home mornings until 9:00 AM and evenings after 5:00 PM, from 5:00 PM Sunday until 5:00PM Friday, plus five non-scheduled hours per week for shopping, taking residents to appointments, and other duties as required.
- Free to leave the Ranch when off-duty
- Six holidays observed per year, plus vacation and sick leave as outlined in the Employee Handbook. (Work may be required on holidays, to be taken at later date.)

This Position Description is effective February 18, 2009 and supersedes all previously published materials and postings. Down Home Ranch provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.