

**Treasured Vessels Foundation****Resident Assistant****Job Description**

Treasured Vessels Foundation is a residential community in North Texas operating as a clinically therapeutic aftercare program for survivors of domestic sex trafficking. The program provides a long-term solution for healing with 24/7 staff and individualized plans for each lady. The Resident Assistant (RA) is responsible for assisting Treasured Vessels Foundation's Residential Interns, what the ladies in the program are called, with activities of daily living while communicating with Program Director and Clinical Service Director. RA's are positive, uplifting, and willing to handle conflict as it arises.

**Requirements:**

- Previous experience working with survivors of trafficking is strongly preferred
- Preferred enrollment in or completion of Bachelor or Graduate program in Public Health, Nursing, Counseling, or Social Work
- Willing/Able to work 9pm-9am overnight shifts
- Willing/Able to work every other weekend Shifts
- Rotating Weekend Shift available
- Will work 5 overnight shifts per year

**Certificates, Licenses, Registration:**

- Valid driver's licenses
- Must have and maintain a clear/clean driving record
- Must pass state-wide criminal background check

**Professional Development**

- Models a healthy lifestyle
- Completes all assigned readings and trainings
- Attends regularly scheduled trainings and events
- Attends Monthly RA meetings on the first Friday every Month

**Knowledge, Skills and Abilities:**

- Able to share spiritual truths without judgment or pressure when invited by Residential Interns
- Able to demonstrate and maintain professional relationship with staff, residents, and others
- Ability to organize and manage multiple schedules and make adjustments as needed

- Effective with both written and verbal communication
- Work collaboratively and effectively within a group and with diverse individuals
- Completes required training on trafficking 101, strength-based programming, trauma and attachment, and HIPAA
- Ability to handle conflict while displaying leadership skills.
- Willing to learn while continuing to develop leadership skills.

**Program Responsibilities:**

- Ensure Residential Interns are up at scheduled times
- Able to problem solve and deal with multiple variables. Uses logic and reason in applying guidelines and policies to find solutions.
- Lead Residential Interns in weekly meal planning
- Develops positive relationship with Residential Interns
- Works within program budget
- Able to plan, organize multiple schedules, and make adjustments as necessary
- Able to read, interpret, and follow documents, policies, and procedures
- Will alarm house nightly: 10pm weekdays, 11pm Weekends
- Supports Residential Interns in maintaining schedule and medications
- Able to use e-mail competently
- Able to write reports and documentation (Including incident reports)
- Documentation of daily notes and weekly checklists
- Use a strength-based approach to support Residential Intern.
- Perform weekly room check for safety.

**Administrative Responsibilities:**

- Maintains confidentiality and is HIPAA compliant with all documents, emails and communications
- Attends weekly, virtual staff meetings on Monday at 7:45am
- Communicates professionally with staff, Residential Interns, and outside parties
- Documents Residential Interns daily notes in a prompt, timely, and professional manner
- Documents any expenses and files receipts according to protocols