



JOB DESCRIPTION

RESIDENT ADVISOR

QUALIFICATIONS:

KNOWLEDGE:

Techniques of interpersonal reactions. Must maintain personal hygiene, proper personal appearance and behavior.

ABILITIES:

Able to lead others in the performance of assigned duties, understand and be sensitive to the needs of the residents assigned. Able to learn and enforce security procedures and rules, apply and enforce policies, able to follow instructions and problem solve.

EDUCATION and EXPERIENCE:

High School graduate or equivalent. Must possess basic understanding in the techniques of interpersonal relations. Previous experience working in human services is required while experience in the field of corrections is preferred. Must possess a valid Montana driver's license..

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Resident Advisor Supervisor and Shift Supervisor.

SUPERVISION EXERCISED:

None.

Resident Advisor - Job Description
Page 2

WORKSITE AND CONDITIONS:

The worksite consists of two minimum Security/Counseling correctional facilities located in Great Falls, Montana. The facilities are residential in nature, housing non-violent, adult male and female offenders. The Center also operates a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

SUMMARY OF WORK:

The Resident Advisor is responsible for the safe efficient operation of the Pre-Release Center to include para-professional social services duties in support of the Counselors and their assigned residents.

MAJOR DUTIES and RESPONSIBILITIES:

Being fully proficient in all Resident Advisor duties include, but are not limited to:

1. **Oversee the daily activities of residents and clients of the Center.**
2. **Assist in the treatment of the residents by monitoring and supporting the established treatment program.**
3. **Handle emergency situations as required.**
4. **Issue warnings and prepare reports of incidents that occur during the shift.**
5. **Report behavior changes or incidents to senior staff.**
6. **Provide crisis intervention counseling, as required, to maintain orderly operation of the Center.**
7. **Assist in the Orientation and training of new employees, residents, interns and volunteers.**
8. **Maintain security and safety in the Center within the scope of assigned functions.**
9. **Provide transportation as required.**

Resident Advisor - Job Description
Page 3

- 10. Make authorized purchases on behalf of the Center.**
- 11. Perform general typing/computer duties as well as various other administrative duties to insure a smooth, efficient operation.**
- 12. Provide inputs to the Shift Supervisor which may lead to changes in policy or procedures.**
- 13. Make computer or Log entries to properly document daily activities.**
- 14. Monitor resident and client sign in/out procedures.**
- 15. Perform specific accountability of residents/clients' whereabouts through head counts, walk throughs, pass checks and employment checks. This shall include clients on electronic monitoring where Necessary.**
- 16. Conduct periodic urinalysis and breath testing of residents and clients.**
- 17. Advise Counselor staff of important client related issues such as changes in medications, mood swings or obvious attitude disorders which may effect their ability to properly complete their program while assigned to the Center.**
- 18. Perform random room and area inspections to insure against the existence of contraband on the Center premises.**
- 19. Perform routine maintenance and repair functions as directed by the Supervisor.**
- 20. Maintain various forms and properly maintain equipment.**
- 21. Prepare and update duty rosters assigning necessary household duties to residents on a weekly basis. Assign additional duties as required.**
- 22. Supervise and perform follow-up on completeness of required resident duties on a daily basis.**
- 23. Maintain control and monitor the proper dosage of both prescription and non-prescription drugs and medication.**

Resident Advisor - Job Description
Page 4

- 24. Responsible for receiving and accounting for monies turned into the Center by residents or clients of the Center.**
- 25. Reproduce and collate files and papers.**
- 26. Take fingerprints and photos of new residents and clients entering the Center.**
- 27. Thoroughly in process/out process residents.**
- 28. Other duties as assigned by the Administrator/Supervisor.**

Revised: February 4, 1994, January 12, 1996
Approved: February 18, 1994, January 12, 1996