



## **Heading Home**

**Job Title:** Respite Resident Assistant  
**Program:** AOC Campus  
**Reports To:** Program Director  
**Hours:** 5pm – 9pm  
**Rate of Pay:** 11.73 hourly

### **Non-exempt/Essential**

#### **Position Summary:**

The P/T Respite Resident Assistant shall assist **all** Albuquerque Opportunity Center staff, residents and volunteers in the pursuit and goal of Heading Home's mission which is to make experiences of homelessness rare, short-lived, and non-recurring.

#### **Essential Duties & Responsibilities of a Respite Resident Assistant include:**

- Overall reports to Shift Supervisor.
- Support all Shift Supervisor's, Security Guards, Resident Assistants and Volunteers as well as ensure their safety.
- Assist in creating and maintaining an emotionally and physically safe atmosphere.
- Interaction and socialization with all residents is imperative, especially with RCP residents; develop a good rapport with residents and keeping all staff informed of any security and/or medical issues.
- Create new RCP resident files.
- Complete RCP intake paperwork with new RCP residents for HMIS data input.
- Assist with meals, snacks, laundry, and general needs of RCP residents.
- Dispense prescription medications to RCP residents at established times per "med-call schedule".
- Assist in occasional transportation needs of the residents.
- Organize perishable food in RCP refrigerators and dispose of expired food.
- Facilitate RCP resident shower procedure; dispense linens, towels and clothing from storage or laundry room (if necessary).
- Maintain and facilitate nightly AOC resident laundry schedule which includes distribution of laundry supplies.
- Assist and cooperate with Community Outreach Programs.
- Assist with maintenance of AOC vehicles – when necessary, gas up, check oil, and maintain tire pressure.

#### **The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.

- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals

**Skills:**

- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources.
- Knowledge of similar community programs.
- Ability to communicate effectively orally and in writing.

**Other Requirements**

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- \*CPR/ First Aid Certification or ability to become certified within 30 days of hire.
- Ability to navigate stairs, ladders, ramps, and uneven terrain.
- Ability to lift up to 50 lbs. above shoulder level.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Please email [chassityg@headinghome.org](mailto:chassityg@headinghome.org) with your resume.