

# Job Description



CREATIVE LIVING

<b>Job Title:</b>	Resident Assistant (RA)		
<b>Reports To:</b>	Resident Assistant Coordinator	<b>Location:</b>	Columbus, OH near OSU Campus
<b>Salary Range:</b>	\$10 - \$14.50/hour, shift dependent	<b>Position Type:</b>	Part-time, Non-exempt
<b>Training Provided:</b>	Yes	<b>Benefits Provided:</b>	No
<b>Job Conditions:</b>	Ability to lift/turn a min. of 150 lbs.	<b>Scheduling:</b>	Flexible scheduling; RA flexibility also required.
<b>Applications Accepted By:</b>	David Pratt, Resident Assistant Coordinator		
<b>Via E-mail:</b> dpratt@creative-living.com Subject Line: Resident Assistant Position	<b>In-Person or Mail at Creative Living Offices:</b> 150 W. 10 <sup>th</sup> Avenue Columbus, OH 43201		

## Summary:

The Resident Assistant aids disabled adults with non-medical, daily living and personal care/hygiene activities, on an as-needed basis. He or she also will assist with general and administrative services such as answering phones, keeping common areas clean and stocked and monitoring security cameras throughout the community(ies).

## Primary Duties

- Assist residents who are adults with physical disabilities with the activities of daily living and personal care/hygiene
- Be responsive to resident calls
- Retrieve hard-to-reach items
- Assist with miscellaneous chores, such as opening doors, letters, making coffee
- Transfer residents from wheelchair to bed/toilet and vice-versa, *with assistance of personal care attendant*
- Empty urinary leg bags and administer suppositories, if needed
- Turn residents in bed
- Assist in administering medications
- Assist with upper-body dressing, such as shirts, sweaters, coats and hats

## General & Administrative Tasks

- Respond to all emergency situations, including contacting appropriate emergency services, if necessary
- Direct visitors and service providers to resident apartments
- Answer telephone calls and take accurate messages if office staff is unavailable
- Report equipment problems to Resident Manager
- Maintain general cleanliness of the lobby/community room and courtyard
- Monitor security cameras to ensure safety and security of residents

## Qualifications and Education Requirements

- High School diploma or equivalent is required

## Preferred Skills

- Prior experience working with adults with disabilities
- Strong oral communications skills and excellent interpersonal skills
- Crisis management and conflict resolution techniques
- Ability to maintain confidentiality at all times
- CPR Certification (required within 6 months of hire)

## Additional Notes

ADA: The above statements cover what is generally believed to be the principal and essential function of this job. Specific circumstances may allow or require some associates assigned to certain job shifts to perform a somewhat different combination of duties.



# Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile/Other# \_\_\_\_\_ E-mail \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? .....  Yes  No

If no, please explain. \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and position(s) .....  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_\_

Type of employment desired \_\_\_\_\_

Are you able to meet the attendance requirements of the position? .....  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of, a crime? .....  Yes  No

If yes, please provide the date(s) and details \_\_\_\_\_

*(Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.)*

Driver's license number, if driving is an essential job function \_\_\_\_\_ State of Issuance \_\_\_\_\_

**Employment History** - Provide the following details of your past three (3) employers, assignments or volunteer assignments, starting with the most recent.

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Starting/Final Job Title(s) \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact for reference?  Yes  No

Summarize the nature of work performed/job responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly Rate/Salary Start \$ \_\_\_\_\_ Per \_\_\_\_\_ Final \$ \_\_\_\_\_ Per \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Starting/Final Job Title(s) \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact for reference?  Yes  No

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From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Starting/Final Job Title(s) \_\_\_\_\_ Address \_\_\_\_\_

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Summarize the nature of work performed/job responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Hourly Rate/Salary Start \$ \_\_\_\_\_ Per \_\_\_\_\_ Final \$ \_\_\_\_\_ Per \_\_\_\_\_

### Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

### Educational Background (if job-related)

	Name & Location	No. of Years Completed	Did You Graduate?	Course of Study
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

### References

Name	Telephone	No. of Years Known

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employers is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president (executive director).

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Typing your full name above constitutes your digital signature*



**CREATIVE LIVING**  
Living. For the physically disabled.

## Background Check Consent

I give Creative Living permission to seek a copy of my arrest record from the Franklin County Sheriff's Office. I do hereby release the Franklin County Sheriff's Office and all individuals connected therewith from all liability.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Alias \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Social Security Number \_\_\_\_\_

Agency Requesting Record **CREATIVE LIVING**

Signature of Agent Making Request *Robert Jones*

This is a copy of the arrest record on file at the Franklin County Sheriff's Office on the above named subject. It is only a check by name and not by fingerprints, and is not verified as to the true identity of the subject in question.

Date	Charge

By \_\_\_\_\_

Date \_\_\_\_\_