

Job Description



CREATIVE LIVING

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