

Job Description



CREATIVE LIVING

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.



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Creative Living is an Equal Opportunity Employer
and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, gender, transgender, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, veteran status, disability, genetic information, pregnancy or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information may disqualify you from further consideration. Please complete all fields.

Name _____

Address _____

E-mail Address _____

Mobile Phone # _____

Are you legally eligible for employment in the United States? ___ Yes ___ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you over the age of 18 years? ___ Yes ___ No

(If no, you may be required to provide authorization to work.)

Have you ever been terminated from employment or asked to resign by an employer? ___ Yes ___ No

If yes, please provide company names and details _____

DAYS & HOURS AVAILABLE TO WORK

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you able to work overtime, including weekends? ___ Yes ___ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___ Yes ___ No

EMPLOYMENT DESIRED

Position you are applying to: _____

When are you available to begin work? _____

Hourly Rate/Salary desired: _____

Have you ever plead "guilty" or "no contest" to or been convicted of a crime? ___ Yes ___ No

If yes, please provide dates and details: _____

Have you worked for Creative Living previously? ___ Yes ___ No

If yes, provide dates of employment and reasons for leaving: _____



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Education

School Name & Location	# Years Attended	Degree Received	Subjects Studied/Major
High School or GED			
College or University			
Trade or Business School			

EMPLOYMENT HISTORY: include your last seven (7) years of employment history, including periods of unemployment starting with the most recent and working backwards in time.

Incomplete information may disqualify you from further consideration. Please complete all fields.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor & Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? *If yes, explain:* _____

Computer Skills (please describe): _____



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Application for Employment

REFERENCES: Provide the names of three references not related to you, whom you have known at least three (3) years. (Preferably include one co-worker and one manager.)

Name	Address, Phone, Email	Company	Years Acquainted
1.			
2.			
3.			

PLEASE READ CAREFULLY BEFORE SIGNING

Creative Living is an equal opportunity employer. Creative Living does not discriminate against qualified applicants on the basis of race, color, religion, gender, transgender, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, veteran status, disability, genetic information, pregnancy or any other characteristic protected by law.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Creative Living to hire me. If I am hired, I understand that either Creative Living or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Creative Living has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Creative Living true and complete information on this application. No requested information has been concealed. I authorize Creative Living to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal if untrue information presents itself after date of hire.

Signature _____

Date _____

THIS APPLICATION IS VALID FOR 90 DAYS FROM THE DATE SIGNED & DATED ABOVE.



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 David Pratt

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 _____