

Position Description

Title:	Residential Aide (Full-time and Part-time positions available)
Organization:	AIDS Resource Foundation for Children (ARFC)
Department:	Department of Social Services – Transitional Housing Program
Program Name:	Project Nest - South
Reports to:	Residential Coordinator
FLSA Status:	Non-Exempt
Location:	5003 Ventnor Avenue, Ventnor City, NJ 08406
Website:	www.aidsresource.org

Overview of the Organization:

AIDS Resource Foundation for Children (ARFC), a private non-profit organization founded in 1985, addresses the needs of children and families impacted by HIV/AIDS and other chronic conditions by providing holistic community-based services. Dedicated to finding family-centered solutions to the problems faced by individuals living in vulnerable situations, ARFC provides comprehensive services to underserved communities in New Jersey. ARFC's programs were created to address the many and varied issues related to individuals living with chronic illness—fighting stigma, lessening disparities in education and healthcare, and helping people gain safe and stable housing.

Mission: AIDS Resource Foundation for Children helps children and families who are impacted by HIV/AIDS, or who have other serious medical conditions, to be resilient and to build healthier futures.

Values: We carry out our work with a relentless commitment to quality and behaviors that reflect: **Health** - We create safe and healthy environments; **Family** - We strengthen bonds among loved ones; **Compassion** - We care, and our actions reflect empathy and respect; and **Advocacy** - We empower our clients to speak, and we speak for those without a voice.

Role Summary:

Residential Aides at Project Nest – South transitional housing program will report to the Residential Coordinator. There are full- and part-time positions available, and 3 shifts requiring on duty Residential Aides. The shifts are day (7am-3:30pm), evening (3-11:30pm), and overnight (11pm-7:30am). This position will work onsite at ARFC's transitional housing program. This program is designed to be a safe space for young HIV-positive gay/bisexual men ages 18-24 years.

Residential Aides will assist in the 24/7 operations of the home. Residential Aides will have direct contact with residents on a daily basis and will provide assistance with activities, scheduling, coverage in the home and on off-site trips, cleaning of the home, cooking (including daily community meals), and documentation of daily tasks. Residential Aides will help to ensure that house rules and operational procedures are followed. All staff is expected to model behavior consistent with good citizenship, self-respect, and respect for others.

Responsibilities:

- Report to work on time and on a regular basis.
- Train and monitor residents in the implementation and integration of independent skills such as bed making, laundry, etc.
- Train and encourage residents, as needed, in daily self-care practices.
- Develop and/or follow recommended teaching techniques, behavior management programs, etc., to assist individuals with increasing their productivity and independent living functions.
- Converse with residents to reinforce positive behaviors and to promote social interaction.
- Supervise and assist residents in punctual attendance of scheduled daily programs, i.e., school, work, medical appointments, therapy, support groups, etc.
- Prepare and serve meals, as needed, and eat with residents to model behavior.
- Accompany residents on shopping trips and counsel residents in purchase of items.
- Work with residents on achieving formal and informal goals such as use of public transportation, communications, money management, social interaction, etc.
- Aid staff in administering therapeutic and leisure activities, such as physical exercises, occupational arts and crafts, and recreational games, to residents (both on and off site).
- Observe, document, and review residents' daily progress, needs, medical issues, and behaviors.
- Maintain the cleanliness and neatness of indoor and outdoor areas, i.e., residential home, dining room, vans, and outdoor areas.
- Perform antiseptic cleaning duties, laundry, and other housekeeping duties.
- Restrain disruptive residents to prevent injury to themselves and others, using prescribed methods.
- Attend to routine health care needs of residents under supervision of medical personnel.
- Report any immediate safety hazards to appropriate supervisory personnel or maintenance personnel. Complete written work order requests for maintenance needs.
- Attend and participate in required training sessions and staff meetings.
- Transport or assist in transporting residents to and from appointments, activities, etc.
- May work evenings, weekends, and holidays as needed.
- Adhere to safety, hygiene, health, and fire hazard guidelines; policies and procedures; and mission and values.

Required Qualifications and Experience:

- High school diploma, or equivalent
- Must be at least 21 years of age
- Previous experience caring for youth or young adults
- Strong written and verbal communication skills
- Proven ability to work with diverse communities
- CPR and First Aid training and certification required within 3 months of hire
- Driving: Must have valid New Jersey Drivers license and a clear driving record.
- Employment Eligibility Verification, including updated tuberculosis (T.B.) test and successful completion of background screening

Desired Skills, Knowledge, and Abilities:

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.

- Ability to recognize inappropriate or manipulative behavior in difficult or challenging situations. Ability to calmly and repetitively model appropriate behavior in difficult or challenging situations.
- Ability to react to situations preventing a resident from hurting themselves or others.
- Competence in the areas of reading, writing, and all means of communication.
- Ability to maintain confidentiality.
- Organize work and complete tasks in a timely manner.
- Contribute to teamwork and harmonious working relations.
- Use initiative and act independently.
- Conduct oneself ethically, treating residents and staff with integrity and respect.
- Ability to maintain a safe environment for those in ARFC's care.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, carrying (25lbs), lifting (25lbs), bending, stooping, and reaching. This position also requires operating a computer keyboard, firm/strong grasping, and repetitive hand control. The position also requires the ability to complete forms in personal writing, make and receive telephone calls, and operate office machines (copier, fax, printer). This position is also subjected to outside environmental conditions.

Personal Traits:

- A person of unquestioned honesty and integrity; values transparency.
- A person who values substance in their work.
- Self-assured, yet self-effacing in support of an effective team.
- Willing to provide extra effort whenever necessary to accomplish goals.
- Well-developed political skills and personal diplomacy.
- Self-directed and goal-oriented, while remaining flexible as needed.
- An individual with a passion for serving the public good.
- Spark, imagination, and creativity

To apply, please submit your cover letter, résumé, salary requirements, and optional supporting materials to Yira Cuevas at ycuevas@stclaresservices.org.