



Job Description: Resident Assistant

Clay & Oak is seeking a **Resident Assistant** to support the daily operations of our safe house, providing direct care to residents and ensuring the smooth implementation of our programs. The RA works in the program house during the assigned shift to maintain a safe healing environment for residents and provide consistent operations by upholding the program model and resident guidelines. The RA will maintain strong leadership in any situation, including conflict resolution, crisis response, and handling difficult relational dynamics. In addition, she will communicate effectively with residents and hold them accountable as they progress through the program and learn successful life skills. RAs model healthy relational boundaries in a home environment with the residents and ensure day-to-day program activities are carried out. It's their responsibility to keep the home running smoothly and to hold residents accountable.

Key Responsibilities:

- In coordination with the Program Manager and Executive Director, assist in facilitating day-to-day programming, classes, and activities for safe house residents
- Follow procedures for crisis or other unexpected situations with residents that may arise during assigned shift
- Complete Connect Team log for each resident at the end of your shift
- Uphold resident guidelines, schedule and program requirements during assigned shift
- Personally provide transportation or schedule volunteers to cover resident appointments and planned volunteer activities
- Provide input about potential volunteer activities or items needed for the safe house
- Participate in staff meetings, trainings and development activities
- Encourage residents in completion of assigned tasks and classwork as they progress through the program

Qualifications:

- Agreement with our statement of faith, as we are a Christ-centered, faith-based, Christian non-profit organization.
- Strong written and verbal communications skills
- Strong servant leadership and teamwork skills
- Teachable, self-motivated, organized
- Loving but firm temperament, willing to take initiative in stressful situations
- Conflict resolution skills
- Ability to work collaboratively in a team-oriented environment.
- Familiarity with 12-step or similar healing and recovery programs
- Must be able to operate a motor vehicle safely and confidently

This is an opportunity to make a meaningful impact in the lives of survivors by supporting their healing journey. If you are passionate about helping others and thrive in a dynamic, service-driven role, we encourage you to apply!