

**Shelter of Flint, Inc.** is seeking a **Resident Assistant**. General Schedule: Permanent position, third shift (12:00 a.m. to 8:00 a.m., Monday thru Friday).

**General Statement of Duties:** Completes all third shift facility and program related activities.

**Specific Responsibilities:**

- Maintain security of 1917 Delaware Avenue facilities;
- Complete daily census of clients in residence;
- Daily review of client files;
- Time consuming and detailed data entry into statewide data base;
- Weekly audit of client files;
- Perform twice daily facility checks (2:00 a.m. and 4:00 a.m.);
- Provide wake up calls for clients and issue bus passes;
- Take crisis calls, provide referrals;
- Distribute client medications;
- Update client contacts in case files;
- Complete and update client card files;
- Transfer terminated client files into Outreach or archives;
- Strip beds and clean rooms of clients who terminate on third shift;
- Complete agency/client laundry;
- Update with first and second shift staff on a daily basis regarding relevant client activities and facility issues;
- Maintain accurate emergency shelter program statistical reports and provide to the Program Supervisor on the first working day of each calendar month; and
- Other duties as assigned.

**Applicant Requirements:**

- High school diploma or GED required, Associate's Degree in corrections, law enforcement or property management desired;
- Minimum two years relevant experience;
- Excellent verbal/non-verbal/written communication skills;
- Empathic listening skills;
- Accuracy in reporting and statistical tabulation;
- Work well both independently and as part of a group; and
- Ability to remain awake and alert on shift.

**Salary:** \$11.00 per hour, \$1.00 shift premium, plus benefits.

**To apply,** please send resume and letter of interest by June 6, 2011 to:

Kelli Irwin  
902 E. Sixth Street  
Flint, MI 48503

or by Fax to 810-238-6001