

Shelter of Flint, Inc. is seeking a **Weekend Resident Assistant - Third Shift** (12:00 a.m. to 8:00 a.m.), Saturday thru Sunday, 16 hours per week.

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

Key Areas of Responsibilities:

- Maintain security of 1917 Delaware Avenue facilities;
- Complete daily census of clients in residence;
- Daily review 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, and schedule new client intakes;
- Distribute client medications;
- Update client contacts in case files;
- Complete and update client card files;
- Strip beds and clean rooms of clients who terminate on the RA's shift;
- Complete agency/client laundry;
- Update with first and second shift staff regarding relevant client activities and facility issues; and
- Other duties as assigned.

Applicant Requirements:

- High school diploma or GED required, Associate's Degree in related field;
- 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.

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