



Presbyterian Children's  
Homes and Services<sup>SM</sup>

## Seeking a Live-In Resident Assistant San Antonio, Texas

**This position requires a mature adult who is able to live in the residential home.** To assist with the operation of a residential program for single parents and their children and young females who have aged out of residential/foster care. This program is located in the community of San Antonio, Texas and provides outreach services to the community of San Antonio. The Resident Assistant is responsible for 10 hours per week of job related duties. This position will provide strength based, family focused, Christ centered child and goal driven services to clients and nurture their self-sufficiency and independent living skills. This position reports directly to the TLP Coordinator. This position requires a mature adult who is able to live in the residential home to ensure a safe and comfortable environment.

### **Core Responsibilities:**

- To assist in creating a structured schedule for residents; cleaning, cooking, laundry assignments.
- To occasionally drive an agency vehicle to provide transportation for residents to appointments, employment opportunities or to obtain groceries or household goods.
- To conduct a weekly residential walk-through and provide a completed checklist of residents who are in compliance with the rules and responsibilities of the home.
- To assist in monitoring an environment that is safe and comfortable for all residents and report any potential risks to the Coordinator.
- To facilitate an environment that encourages and occasionally assists in learning and skill development as a lifelong process.
- To immediately contact the TLP coordinator in person or by telephone in the event of an emergency or potential risk of danger.
- To communicate needs and significant concerns to the Coordinator at all times by telephone or in person.

### **Working Conditions:**

Work may be conducted in the residential home and within community as needed. Travel is primarily within the San Antonio community but could be extended if requested by the TLP coordinator. This is a non-exempt position in which hours vary according to client needs within the 10 hour limit. This may require evenings and weekends to meet client needs. The Resident Assistant must notify the Coordinator and obtain advance approval before exceeding the 10 hour per week limit.

### **Job Requirements:**

**This position requires a mature adult who is able to live in the residential home** to ensure a safe and comfortable environment. It requires life skills training and experience in dealing with family systems. The ability to work with a wide variety of human issues and competence in building relationships is essential. Flexibility in terms of work hours could be necessary.

**Please apply online at: <http://texas.pchas.org/employment/application/>**