

Sisseton-Wahpeton Oyate

Job Description

Job Title: Resident Assistant

Reports To: Wacinyan Tipi Program Manager

Summary:

Provide a safe and clean environment for all residents coming through our doors. Resident Assistants will be available to assist all residents with everyday needs.

Duties and Responsibilities:

- Coordinate services for clients who need permanent housing, health care, financial help or job training.
- Assist with completing the intake process for potential residents.
- Assist residents with Individual Responsibility Plans and ensure they are staying on track with their plans.
- Answer phone calls and take messages when needed
- Monitor surveillance system
- Ensure Daily Logs are kept and maintained
- Fill out proper reports in a timely manner
- Other duties as assigned by the Program Manager

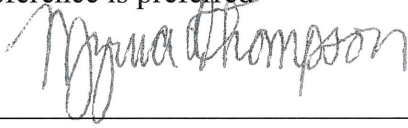
Qualifications and Requirements:

- Must have strong decision-making skills
- Must be able to work with limited to no supervision
- Strong customer service skills
- Some computer skills
- Must sign a confidentiality agreement
- Flexibility and Availability for all shifts
- Must pass employment drug test and remain drug free
- Must be able to pass a background check
- Must successfully complete a 90-day probationary period

Education and Experience:

- High School Diploma or GED
- Experience working with a diverse group of people
- Indian preference is preferred

Approved _____



Date _____

OCT 12 2022