



JOB DESCRIPTION

Job Title: Residential Assistant I	FLSA Status: FT Non-Exempt
Department: Emergency Housing	Reports to: Director of Community Housing
Date/Revised: June 2018	Compensation: Competitive Salary & Benefits Package

Position Summary:

The Residential Assistant I provide our guests supportive assistance to maintain a safe, welcoming and clean environment and is the bridge to meeting the needs of the person as required/needed. This position is responsible for the admissions process into Emergency Housing Programs.

Qualifications Required:

- Ability to understand and practice the mission of Camillus House.
- Education: High school diploma or GED.
- Language: Proficiency in oral/written English; bilingual a plus (Spanish and/or Creole preferred)
- Skills: Computer literacy (Microsoft Office) required.
- Administrative skills and/or management experience.
- Successful completion of toxicology test and of criminal background check.
- Successful completion of Level II screening for all licensed clinicians and others if required by funding source.
- Valid FL Driver License with clean driving record.

Qualifications Preferred:

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations served.
- Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
- Ability to maintain a high level of poise and professionalism in all circumstances.

Responsibilities:

- Commitment to the Values and Mission of Hospitaller Order of St. John of God as witnessed through Camillus House in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Welcome our guests in a hospital manner in order to establish a positive connection.
- Ensures guest’s safety and well-being.
- Enters guest data into HMIS Service Point.
- Receives new clients, completes intake paperwork, and orients new clients to shelter policies.
- Escort guests to appropriate sleeping area.
- Keep inventory of program supplies.
- Ensures the facility is maintained and clean.
- Perform daily cleaning activities
- Provide consistent coverage for assigned shifts, working within the team and independently to complete all shift tasks.

- Helps clients resolve any issues that may arise.
- Other Duties as requested.

CAMILLUS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER

Interested and qualified candidates please submit your resume and CV to jobs@camillus.org