

Position	Resident Advisor
Department	Juvenile Detention Center
Supervisor	Shift Manager
Supervises	No One
FLSA Status	Non-Exempt

Position Summary:

The Resident Advisor provides direct supervision and interaction with Facility Residents on a continual basis.

Significant Responsible Areas:

- Primary responsibility is the safety and security of the Residents
- Supervises Residents in daily scheduled activities.
- Provides guidance and counseling to Residents such as behavioral feedback, anger management, and Housing Unit group sessions.
- Supervises Resident daily cleaning assignments.
- Maintains order and discipline.
- Performs Residents counts throughout shift.
- Provides role model leadership for Residents.
- Assigns Residents consequences for negative behavior.
- Supervises Residents in off-campus activities, as assigned.
- Makes recommendations concerning the development and implementation of Resident Program plans for individual Residents.
- Assist residents with Program plan progress.
- Works with Residents on an individual or group basis.
- Encourages Residents to improve their work habits, demeanor, personal hygiene, and independent living skills.
- Inspects housing unit to maintain compliance with health and safety policies.
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- Inspects housing unit to maintain compliance with health and safety policies.
- Encourages Residents to develop positive constructive use of their leisure time.
- Assists in the coordination of Resident movement.
- Performs searches for contraband, as assigned.
- Documents Resident behavior in daily feedback sessions and weekly progress notes.
- Documents Resident discipline problems.
- Participates and/or leads housing unit recreational and leisure activities.
- Performs admission and release processing, as assigned.
- Implements behavior management system.
- Participates and/or leads Resident Work Programs.
- Assigned to a specific Housing Unit, Master Control, or Float Staff, as needed.
- Serves as relief Staff, as assigned.

- Transports residents to Facility vehicles, as needed.
- Performs other job related tasks, as assigned.

Requirements:

- Valid Oklahoma Drivers license required
- Must be able to work flexible hours
- At Least 22 Years of Age
- Must be in overall good health

Education Requirements:

- High School Diploma or equivalent,
- Up to two years of college majoring in a behavioral sciences related field

Relevant Experience:

- One year experience working with juveniles in a residential or detention setting or two years providing juveniles with supervision in a formal setting.
- Good communication skills (written and oral) mandatory.

Behavior Dimensions:

Communications:

Oral	Verbal – Must be able to utilize verbal communication to effectively convey ideas and information to Facility Staff and Residents Nonverbal – Must have appropriate eye contact, body language, and gestures while communicating with others.
Written	Must be able to prepare forms in a correct grammatical form
Presentation	Must be able to present information to Facility Staff and Residents
Listening	Must be able to respond to statements of others and clarify questions to ensure persons that they have been heard

Leadership:

Vision	Must be able to see the needs of the Residents and take action based upon those needs.
Empowerment	Must have the skill to enable Residents to act by providing clear direction and be available for assistance.
Influencing Individuals	Must be able to utilize appropriate interpersonal styles in directing subordinates and Residents.
Coaching	Must be able to provide Residents with feedback on behavior, teaches and demonstrates methods for residents to improve behavior.

Decision Making:

Analysis	Must be able to identify issues pertaining to the Housing Unit and recognize relationships between issues.
Innovations	Must be able to review information presented and develop creative solutions.
Decisiveness	Must be able to review problem situations, make appropriate decisions, and implement the solution in a timely manner.
Judgment	Must be able to consider alternative solutions and select alternative courses of action.

Interpersonal Skills:

Sensitivity	Must have a genuine concern for troubled juveniles and be sensitive to their feelings, concerns and beliefs.
Conflict Resolution	Must be able to recognize differences of opinion, bring them out in the open for discussion, look for a win-win solution, and bring all parties to some agreement.
Diversity Awareness	Must be able to show respect for all people regardless of their race, gender, disability, lifestyle, or viewpoint.
Relationships	Must be able to establish friendly, long term relationships with other and demonstrate concern for others.

Personal Motivation:

Adaptability	Must be able to work effectively in varied situations, with a minimum of loss of productivity and confusion.
Initiative	Must be able to initiate, develop, and propose projects and request additional responsibilities.
Integrity	Must possess a high level of personal and societal values, as well as be honest and trustworthy.
Tenacity	Must follow through on projects and complete work in spite of complications or setbacks.
Stress Tolerance	Must perform under conditions where pressure, resistance, or opposition make work situations difficult, and must remain productive in times of crisis or critical events.
Physical Fitness	Must be physically capable of performing the demands of the position.
Mental Fitness	Must be psychologically capable of handling the responsibilities of the position.
Career Focus	Must possess a commitment to the profession of helping troubled youth

Proficiencies:

Job Knowledge	Must know what is expected of the position
Professional Knowledge	Must possess knowledge of the techniques utilized in rehabilitation of

troubled youth.

Management:

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| Organizing | Must allocate specific tasks to residents in order to accomplish the goals and objectives defined and effectively utilize time, facilities, and equipment. |
| Delegating | Must be able to assign work functions to Residents in an appropriate manner. |
| Supervision | Must monitor residents work, and provide constructive feedback. |
| Follow-Up | Must check assigned work to assure task is completed in a satisfactory manner. |
| Quality Focused | Must strive to continually enhance and improve the Housing Unit operation. |

Employee's Signature

Date

Supervisor's Signature

Date