**PLEASE POST - JOB OPENING**

**Date Posted:** May 17, 2010

**Date Available:** Immediately

**Program:** MR Residential Services-Shaw #9 (Semi)

**Position #:** 0108

**Title:** Resident Advisor (existing)

**Employment Status:** 
- Regular
- Temporary
- Full-time
- Part-time

**Regular Hours Worked:** 16 hours/week

**Exempt**

**Non-Exempt**

**Description of Duties:**
- Assist residents in all aspects of teaching and/or completing with residents all adult daily living skills, including personal hygiene, bathing, toileting, oral hygiene, dressing, cooking, cleaning, shopping, running errands, transportation, packing lunches, laundry, etc.
- Medication administration as mandated and trained under the Department of Public Welfare for staff who work in PA community-based MR programs.
- Accompany and assist residents on all appointments.
- Assist residents to eat well-balanced diets and/or follow specific doctor ordered diets.
- Participate in recreational and leisure activities by planning, organizing and/or attending with transportation.
- Monitoring of residents, to know their whereabouts and what they are doing to ensure safety and well-being.
- Provide support and guidance to residents for their emotional, social and intellectual growth.
- Working knowledge of all resident files; medical, central, programming, goal plans and support.
- Complete regular household cleaning chores.
- Ensure resident’s environment is continuously clean, safe and secure.
- Fulfill fire drill responsibility on a monthly basis or as directed.
- Timely completion of all required paperwork.
- Utilize computer as needed; willingness to learn.
- Assist residents with banking, spending money, bill paying, recreation money, bus fare, laundry money.
- Cash box responsibility as assigned.
- Inventory and reorder all paperwork forms and supplies.
- Attend meetings as required.
- Assist other programs as directed.

**Minimum Qualifications:**
- Must be 21 years of age or older
- High school diploma or GED required; experience in the mental retardation field preferred.
- Valid PA driver's license.

**Salary:** Commensurate with experience

**Send resume to:**
Human Resource Department/Resumes
500 Walnut Street, 3rd Floor
McKeesport, PA 15132
FAX # (412) 675-8888
www.mycs.org

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