

StabilityFirst

FOUNDATIONS HOUSE

Job Description: Resident Support Specialist

Reports to: Administrator

Shift:

Salary Range:

Stability First

Our Mission

Putting Christian principles into action, by providing transformational individualized programs and transitional housing for men and women seeking recovery from addiction and life-controlling challenges.

Visit www.StabilityFirst.org/whoweare for more information.

Stability First Foundations House

Stability First Foundations House, our men's transitional recovery house in Martinsville, Indiana, is opening later this year. Our new facility will offer a range of services including Christian-centered support groups, Intensive Outpatient Therapy (I.O.T.), case management services, and more.

Hiring

The **Resident Support Specialist** is an essential part of the Foundations House team. RSS will engage with residents to help them achieve individualized goals around improving physical, mental and/or emotional well-being that promote financial and housing stability. RSS duties include, but are not limited to, creating a safe place for recovery, resident engagement, modeling positive behaviors/choices, engendering hope, upholding accountability and advocating for equity. RSS will work in coordination with other Foundations House staff including Administrator, Case Managers and other Resident Support Specialists, as well as, with community partners with whom residents are engaged.

Essential Functions

- **Data Entry:** Assist with entering data collected for grant purposes and tracking program effectiveness.
- **Engage and Support:** Engage a diverse group of women experiencing homelessness. Build rapport and develop authentic, trusting and professional relationships by following resident (client)-centered protocol. Activities may include but not be limited to modeling coping

strategies, problem solving, brainstorming and supporting recovery behaviors, encouraging positive choices and upholding accountability.

- **System Navigation:** Offer education and support in accessing available resources and services in ways that promote resident self-determination, empowerment and goal attainment.
- **Coordination of Services:** Contribute to the development, coordination and implementation of a resident (client)-centered plan that supports any combination of health, mental health, recovery, financial and housing stability goals. Work in close coordination with the Administrator, Case Managers, other Resident Support Specialists and other staff while providing professional services consistent with the care plan as outlined by the team and supervised by the Case Manager.
- **Documentation:** Maintain appropriate, accurate and timely documentation including but not limited to resident identifying information, service records, medication logs, daily communication, UDS reports and case notes. Documentation of encounters with residents and services performed on behalf of residents will be compliant with Foundations House policy and Continuum of Care (CoC) standards and protocols.
- **Legal and Ethical Practice:** Maintain ethical conduct/behavior with residents, co-workers and colleagues in compliance with Foundations House policy and HIPPA/42 CFR part 2 standards. Provide service to all women regardless of race, color, national origin, religion, sexual orientation or disability. In the event of a legal or ethical concern, the RSS will take appropriate action based on program protocol/policy and in accordance with the law.
- **Case Conferences and Staff Meetings:** Work cooperatively and cohesively with other members of the multidisciplinary team, including participation in assigned staff meetings and trainings; Participate fully in community meetings as applicable and assigned. Engage in mutual learning and support with other Resident Support Specialists via group supervision and coaching.
- **Strengthen Communities:** Ensure thorough awareness of community offerings, resources and events. Identify/lead groups and activities to strengthen social interaction and feeling of purpose and belonging.

The duties of the Resident Support Specialist are not limited to the above description. Other tasks and functions may be assigned as needed to fulfill the Stability First- Foundations House mission.

Skill Requirements

- Data Collection and Entry utilizing EMR
- Organized
- Ability to work independently
- Communication Skills both written and verbal
- Problem Solving
- Microsoft and Word
- Crisis Intervention
- Organization

Required Credentials and Experience

- Highschool diploma or equivalency
- Experience in residential programming setting helpful but not required

Mandatory Recovery period

- No less than three years

Required Background Check:

- National criminal history registry and sex offender registry will be completed before employment
- Stability First/Foundations House are second-chance employers.
- Individuals required to be placed on the sex offender registry are ineligible for employment with SF/MH due to the number of children.
- Individuals with felony backgrounds will require further information before employment.

Next Steps:

For more information about this position, please contact Robin Wonnell, Director of Operations, at 317-447-5439 or rwonnell@stabilityfirst.org.

For more information about Stability First and our ministries, please visit: www.stabilityfirst.org

I have read and understand the job description at Stability First's Foundations House.

Signature

Date

Printed Name

Administrator Signature

Date