

HAMILTON COUNTY
RIVER CITY CORRECTIONAL CENTER
An Equal Opportunity Employer

Class Title: Resident Assistant

Division:	River City Correctional Center	FLSA Status:	Non-exempt
Reports to:	Security Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$17.50/Hour - \$18.50/Hour	Employment Status:	Permanent Full
Time			
Probation:	180 Days	Lunch:	
Work Hours:	40 Hours/Week		

Nature of Work in this Class

Under the direct supervision of their Immediate Supervisor, the Resident Assistant is directly responsible for: observing, monitoring and assisting the residents and others throughout the facility and its premises; maintaining facility in a safe, sanitary, secure and orderly condition; supervising residents in accordance with rules and regulations; and performing other related duties as required.

Essential Functions

- Maintain an atmosphere conducive to agency philosophy and humane living conditions.
- Be aware of resident treatment/habilitation plans and needs, and assists residents in working toward completion of contractual objectives.
- Responds to resident needs and conflicts in a preventative fashion so as to reduce volatile situations.
- Enforces Residential Program Rules and Regulations and follows appropriate reporting procedures for violations.
- Assures resident movement follows facility procedures, monitors residents entering and leaving program by following the established sign-in and sign-out procedures.
- Provides wake-up services to residents during all on duty hours.
- Responsible for monitoring resident curfews and recording same properly.
- May be required to conduct urinalysis according to established procedures.
- Responsible for handling crisis and emergency situations in program, calling for assistance when needed, and documenting all such incidents per agency policy.

- Reports any positive or negative resident behavior incidents in accordance with established reporting procedures.
- Assists in the supervision of Center recreational activities.

- Assists in the supervision of resident visitation, ensuring established policies and procedures are adhered to and that required documentation is completed.
- Assists with resident intake/orientation procedures according to facility policy and documents same as required.
- May be required to transport residents and facility employees/documents as requested.

- Reads the log book on a daily basis. Records in substantial and comprehensive fashion all shift activities. Conducts visual head counts, isolation checks, facility shakedowns, and resident searches.
- Monitors, identifies and documents all individuals (i.e., visitors, outside agency personnel, officials, etc.) entering and leaving the River City Correctional Center.
- Supervises, directs and evaluates completion of resident housekeeping assignments with area of responsibilities. Ensures necessary cleaning supplies are available and utilized properly.
- Strictly adheres to key control system established by agency.
- Dispenses/receives linens for residents.
- Supervises meal service to residents as assigned, including seating residents and monitoring food intake of residents on special/restricted meals. Monitors kitchen crew when serving meals and assists in serving meals if necessary.
- Maintains strict confidentiality with respect to all information obtained and processed in the operation of the River City Correctional Center.
- Remains alert throughout work shift and maintains contact with personnel on duty to be aware of unusual situations that may arise and/or problems that need to be resolved.
- Answers facility telephone on absence of Receptionist and monitors resident business telephone calls.
- Supports, cooperates and works with other facility staff in meeting the needs of the program.
- On-call in the event of scheduling problems and/or emergency situations.
- Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility.
- Transports residents to community resources as needed.
- Enforce rules and schedule of facility.

Note: This job description shall in no way be construed as a limitation on the authority of supervisory personnel to assign tasks which are not listed in the job duties section to employees

under their direct or indirect supervision.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Ability to recognize unusual and/or threatening conditions and take appropriate action.
- Ability to maintain records and prepare routine reports.
- Ability to work under stressful and demanding conditions.
- Skill in oral and written communication.

- Ability to effectively manage time and organize workload.

- Ability to establish and maintain effective working relationships with clients, co-workers, community, etc.
- Ability to work independently.
- Ability to plan, organize, train and direct the work of residents in the completion of their assigned housekeeping duties.
- Visual ability sufficient to effectively operate office equipment including calculator, copier facsimile machine and computer.
- Ability to remain calm in tense situations.
- Ability to read and prepare reports with recommendations, correspondence, instructions, policies and procedures.
- Hearing ability sufficient to hold conversation with other individuals both in person and over a telephone and to hear recordings on a dictaphone.
- Speaking ability sufficient to communicate effectively with other individuals in person and over a telephone.
- Visual ability to read and prepare reports.

Working Conditions

Correctional facility setting, moderate noise.

Physical Demands

Significant amount of standing, walking, sitting, listening, and reaching with arms and hands. Must have the ability to recognize the signs or symptoms of current substance abuse. Physical ability to intervene in crisis situations.

Communications

Conveys and receives information in person and over the telephone.

Qualifications

High school diploma or GED equivalent. Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An Associate Degree from an accredited institution is preferred. One year working experience in the field of criminal justice, preferably in a correctional facility is highly desirable for this position.

Licensure and Certification Requirements

Possession of a valid Ohio Operator's License.