**YWCA of Charleston**

Alicia McCormick Homes

Job Description

**Job Title:** Residential Aide

**Job Purpose:** To provide supportive services during non-traditional hours to participants of the transitional housing program.

**Accountability:** Reports to the Program Director

**Status:** Part-Time 24 hours per week $10.50 per hour

**Duties and Responsibilities:**

1. Respond to needs of survivors in a manner that is trauma informed and victim-centered.
2. Coordinate, cooperate and communicate with agencies serving the sexual assault, domestic violence, dating violence and stalking population.
3. Assist survivors with goals towards safety and self-sufficiency.
4. Complete required documentation during scheduled shift.
5. Model appropriate behaviors that extend caring and empowerment to survivors while sustaining survivor confidentiality.
6. Attend and participate in staff meetings and training programs.
7. Other duties as assigned.

**Qualifications:**

1. High School Diploma or GED.
2. Experience providing support to a residential community, preferred.
3. Ability to communicate with survivors of violence, homeless and/or disabled individuals in a non-judgmental manner.
4. Ability to handle crisis situations.
5. Strong verbal and written communication skills.
6. Ability to exercise a high level of confidentiality.

**Physical Demands/Working Environment:**

* Regularly required to:
  + Stand/walk for long periods of time without a break
  + Remain seated in a normal position for up to half the workday
  + Stoop, kneel, crouch, crawl
  + Talk & hear; verbally express ideas, information, & instructions
  + Lift , pull, push, carry up to twenty five (25) pounds
* Occasionally required to:
  + Climb ladders
  + Be exposed to outdoor conditions to assist with snow removal and general landscaping
  + Lift , pull, push, carry up to fifty (50) pounds
* Rarely required to:
  + Assist clients with physical limitations including exiting vehicles and rendering other types of assistance

Revised 4/2018