



Job Title: Recovery House Resident Assistant (Part-Time)
Department: didg^wálič Wellness Center – Swinomish Development Authority

Summary:

The didg^wálič Wellness Center is looking for a highly reliable, self-motivated Resident Assistant to assist residents participating in our Transitional Living program. The Resident Assistant will work closely with case managers, counselors, and the Recovery House Manager to ensure the residents receive the best possible care to support the transition to their own independent living environment. The Resident Assistant reports to the Recovery House Manager.

Essential Duties and Responsibilities of the Recovery House Resident Assistant:

- Assists with the care and maintenance of Recovery House.
- Assists with the acquiring, maintaining, and managing food, clothes, and other donated supplies.
- Attends weekly case staffing.
- Attends staff meetings to provide input regarding client service provisions.
- Represents agency through participation in community groups as directed by supervisor.
- Provides client transportation as requested by supervisor.
- Assists with researching and obtaining community resources.
- Maintains records/files, documentation as requested.
- Provides community education as requested.
- Performs all other duties as assigned by the Recovery House Manager.

Education and Experience:

- High School diploma or equivalent is preferred.
- Must have a current and valid WA state driver license.
- At least one years' prior experience working for Chemical Dependency or Housing program is preferred.
- The candidate shall have no history of alcohol or other drug misuse for a period of at least one year prior to employment and is not currently enrolled or participating in a rehabilitation program.
- Basic computer and software experience using MS Office products is preferred.

Required Knowledge, Skills and Abilities:

- The skill of active listening. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.



- Must be able to lift 30 pounds on a regular basis and fulfill general housekeeping duties.
 - The ability to communicate effectively with clients and their families and to organize schedules is essential.
 - Must be willing and able to follow agency policies and procedures at all times.
 - Applicants must conduct self ethically and professionally at all times and be able to maintain strict confidentiality.
 - Ability to work independently as well as have the ability and willingness to take and follow directions.
 - Good organizational skills and proficiency at following through with assigned duties.
 - Must pass extensive criminal background check and pre-employment drug screening.
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- This is a safety sensitive position and is subject to random urinalysis drug screens.