



Resident Assistant Coverage Job Description

Agency Mission Statement:

The mission of the Freedom Collective is to glorify God by bringing hope to victims of sexual exploitation, empowering them to live free, and ultimately abolishing sex trafficking. We believe that every survivor deserves the opportunity to heal, reclaim their freedom, and rebuild their lives with dignity and respect.

Program Description:

The Freedom Collective's mission is to provide comprehensive, individualized, and trauma-informed care to survivors of commercial sexual exploitation. Our services include outreach, crisis intervention, residential care, therapeutic support, and connections to long-term recovery programs. We strive to foster a culture of honor, emotional safety, and empowerment, ensuring that each survivor receives the support they need to rebuild their lives.

Position:

Weekend Resident Assistant (RA)

Position Overview:

The Resident Assistant (RA) is responsible for overseeing specific household operations and resident care during evening and weekend activities in a team dynamic. This role provides direct support to residents, ensuring a safe, stable, and nurturing environment that aligns with **The Freedom Collective's** mission. The RA facilitates daily activities, manages household operations, and offers emotional and spiritual guidance to residents.

Minimum Qualifications:

- Must be 21 years of age.
- Preferred degree or degree-in-progress in Social Services, Case Management, Counseling, Ministry, Human Services, or a related field.
- Preferred experience in mentoring, working in a residential environment, and conflict resolution.



Class Summary:

This is a hourly position that requires weekend overnight shifts. The Resident Assistant reports directly to the Safe Home Manager. The hours are as follows: Friday, Saturday or Sunday evening 5:00 pm - 8:00 am.

Position-Specific Duties:

1. Household Operations:

- Oversee evening and weekend household operations, including managing activity schedules.
- Lead and facilitate evening groups with residents.
- Oversee and manage volunteer activities during evenings and weekends as scheduled.
- Complete documentation related to resident case files and staff communication.

2. Resident Care and Support:

- Provide direct care to residents, including addressing medication needs, meals, and general health.
- Offer emotional and spiritual encouragement and guidance to residents.
- Build relationships with residents to foster personal growth and goal achievement, working collaboratively with the house staff team.
- Respond to emergency situations and implement medical protocols, including ER transportation when necessary.

3. Crisis Management and Conflict Resolution:

- Respond to and manage resident or facility incidents, reporting them to the Safe Home (SH) Manager as necessary.
- Maintain a safe and stable environment, facilitating conflict resolution and addressing crises as they arise.
- Implement trauma-informed corrective conversations and redirection while ensuring the physical and emotional safety of the household.

4. Intake Procedures:

- Complete intake procedures for new residents in collaboration with the Resident Assistant team, including preparing housing needs, conducting intake searches, completing paperwork, and administering drug screens.

5. Rules Enforcement:



- Enforce the department's rules and regulations for residents and volunteers, ensuring a respectful and compassionate approach.
- 6. Collaboration and Team Support:**
 - Participate in regular staff meetings, training programs, and supervisory sessions to support positive team relationships.
 - Assist other staff with shared responsibilities, such as medication management, smoke breaks, and mealtimes.
 - Assist with transportation for residents, including trips to long-term programs, medical appointments, emergency care, and outings as needed.
- 7. Other Duties:**
 - Complete any other tasks assigned by the Safe Home Manager.

Skills:

- Experience working with individuals in crisis, and maintaining calm in intense situations.
- Ability to be understanding, sensitive, and appropriate in handling difficult situations.
- Ability to approach conflict resolution calmly and maturely.
- Ability to work effectively in a team environment with transparency, openness, and a clear sense of boundaries.
- Strong sense of confidentiality in interactions with residents and fellow employees.
- Strong practice of self-care and understanding of personal boundaries.
- Ability to legally operate a motor vehicle and provide personal transportation.
- General understanding of household tasks, including cooking, laundry, and cleaning.

Personal Attributes:

- Demonstrates maturity, sound judgment, and decisive action.
- Compassionate with the ability to set and maintain healthy boundaries.
- Trustworthy and acts with integrity.
- Patience and calmness in stressful situations.
- Lovingly intentional in relationships without manipulation.
- Flexible and humble in accepting responsibilities, expectations, and working with fellow staff.
- Self-aware and committed to self-care.