



Job Title: Resident Support Specialist (FT & PT)

Job Group: V

Location: Safe Haven – 108 Sycamore Street, Buffalo, NY 14204

Reports to: RSS Supervisor, House Manager or Program Director

SUMMARY:

Assists in maintaining a stable and therapeutic environment in the residence. Assists residents in learning community integration, provides exposure to supportive services and encourages participation in social, educational, vocational, psychiatric, and rehabilitative activities. Assists in household management tasks such as preparation of meals or housekeeping tasks. Oversees clients engaged in household tasks. Provides transportation for and supervision of clients who leave the facility.

If assigned to night duty, the RSS is responsible for supervision of the facility and enforcement of program rules under direction of the on-call management team.

RESPONSIBILITIES:

- Facilitate peer mentoring, support and encouragement
- Coordination of social and recreational activities
- Oversee clients with kitchen and laundry room use
- Assist with household chores when needed
- Assist with meal preparation, if needed
- Available to work holidays and weekends

REQUIRED KNOWLEDGE & SKILLS:

- Ability to tolerate stressful and/or ambiguous work situations.
- Ability to maintain flexible work schedule, especially nights, weekends and holidays
- Comfortable working within potentially unsafe environments.
- Ability to identify potential crisis situations, convey this information to supervisor in a timely and appropriate manner, and follow through with directions.
- Must be able to stoop, bend and lift up to 30 lbs. frequently
- Must be able to stand or sit for extended periods of time
- Must be able to climb stairs frequently
- Clean NYS driver's license

QUALIFICATIONS:

Associates degree human service field and one year in a human service agency **OR**

High school diploma or equivalency and two years' full time paid experience in a human service agency or health care facility.

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