

# Full Job Description

RESIDENTIAL WORKER – Part time position (8 – 24 hrs./wk.) for the Bridge House Program located in Pottsville. Hours vary on evenings, weekends and holidays. Duties include monitoring facility for safety & security and enforcing program rules. H.S. Diploma required. Current criminal background check and child abuse clearance must be provided. Job description and application available by calling [570-622-1995](tel:570-622-1995). Application can be sent to: Schuylkill Community Action, Attn: Human Resources, (Residential Worker Position), 206 N. 2nd St., Pottsville, PA 17901. **EOE**

Specific Duties and Responsibilities shall include:

1. Being present at facility during assigned hours.
2. Monitoring the facility during assigned hours, to address cleanliness, safety hazards, etc. Monitoring shall include checks of each floor of the facility at no less than hourly intervals.
3. Enforcing all house rules and ensuring the residents and visitors follow the rules.
4. Monitoring residents and visitors entering and leaving the facility, including the maintenance of a sign in sheet.
5. Administering drug tests to residents on a random basis.
6. Administering the Intoxilyzer (Blood Alcohol Test) to residents on a random basis.
7. Completing all job-related paperwork and submitting to the Director of Program Services in a timely manner.
8. Reporting all incidents at the facility during assigned hours to the Director of Program Services, and being available to residents during emergencies.
9. Performing and completing any other Residential Worker related duties as assigned by the Director of Program Services.

**Required Licenses, Certificates, or Knowledge:** High School Diploma or equivalent, experience in residential social service provision, valid PA Driver's License, CPR, basic first aid preferred.

**Working Conditions:** Residential Housing Unit Facility - working hours normally evenings, weekends, and holidays.

This job description does not list all duties of the job. You may be asked by the Director of Program Services, and/or Executive Director to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Schuylkill Community Action has the right to revise this job description at any time.

Job Type: Part-time

Pay: \$11.00 per hour

Schedule:

- 8 hour shift
- Holidays
- Weekend availability

Education:

- High school or equivalent (Preferred)