

JOB DESCRIPTION

Title of Position: Residential Worker **Immediate Supervisor:** Chief Operating Officer

Classification: Part Time, Non-Exempt

Salary Range: \$15.00/hr

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. Completing minor maintenance and housekeeping duties at Bridge House property as assigned by Program Supervisor. Reporting maintenance repairs of Pottsville Housing Authority property to be completed by Pottsville Housing Authority Maintenance Department to Program Supervisor.
5. Monitoring residents and visitors entering and leaving the facility, including the maintenance of a sign in sheet.
6. Monitoring the completion of daily/weekly chores by Bridge House residents.
7. Coordinating weekly Community Meetings with Bridge House residents.
8. Administering the drug tests to residents on a random basis.
9. Administering the Intoxilyzer (Blood Alcohol Test) to residents on a random basis.
10. Completing all job-related paperwork and submitting to the Program Supervisor in a timely manner.
11. Reporting all incidents at the facility during assigned hours to the Program Supervisor, and being available to residents during emergencies.
12. Performing and completing any other Residential Worker related duties as assigned by the Program Supervisor.

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, 4:00 pm – 12:00 am, 12:00 am – 8:00 am, and 8:00 am – 4:00 pm shifts.

Safety Hazards of the Job: None known.

Physical Demands: Lifting and moving a minimum of fifty pounds.

9/4/25

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.

Signature

Date