

Mental Health Association of NYC Inc.

Recovery Works

Residential Aide Job Description

- Organize and promote daily activities of program
- Maintain security of facility
- Observe clients taking medication
- Assist clients with maintenance of ADL's
- Maintain physical appearance of facility
- Assist clients with following all program rules
- Maintain accurate census
- Escort clients when necessary to appointments (i.e. hospital, entitlements, 12-step meetings)
- Obtain random urine toxicology specimens
- Hourly checks on second and third floors of facility
- Communicate via log book any occurrences in facility
- Conduct and coordinate fire drills
- Orient new residents to facility
- Maintain professional boundaries
- Provide appropriate support to clients as needed
- Follow all procedures and policies according to medical emergencies

Immediately notify Program Coordinator and/or Director via pager of any emergencies

In the event an incident occurs with a client such as physical violence, threatening behavior, noncompliance with medication, relapse or psychiatric decompensation, an incident report must be completed. Program Coordinator and/or Director must be notified as well as incident documented in the residential log book.

Other responsibilities as assigned by supervisor and/or Director

Qualifications include:

- High School Diploma
- Good communication & interpersonal skills
- Good writing skills

Residential Aides and Per Diem Residential Aides report directly to the Program Coordinator.

Send resumes to Luisa Gonzalez at lgonzalez@mhaofnyc.org by March 11, 2011

Please use "Residential Aide" in the subject field in all e-mail correspondence. No phone calls please.