



TRANSITIONAL LIVING PROGRAM (TLP) RESIDENT ADVISOR

Job Description

ESSENTIAL FUNCTION

Perform a variety of services by assisting residents within agency policies, procedures and practices to assess and provide for their needs.

SPECIFIC DUTIES

RESIDENT SUPERVISION AND INVOLVEMENT

1. Monitor and document daily activities of all residents.
2. Monitor and assist residents concerning living skills and acceptable social behavior.
3. Maintain program/ treatment limits as an adult role model for the residents.
4. Interact with the residents in a supportive manner.
5. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

HOUSE MANAGEMENT

1. Provide transportation of residents to appointments, meetings and/or staffings as needed.
2. Monitor and assist residents regarding scheduled activities and crisis events.
3. Monitor and assist residents with maintenance of their personal and shared areas of the facility.
4. Monitor and assist residents with maintenance of outside areas.
5. Perform required maintenance tasks for the house and outside areas.

PROGRAM ADMINISTRATION

1. Implement group home routine as designed in TLP Procedure Manual.
2. Maintain required records and logs for each resident.
3. Attend staff meetings and in-service training.
4. Carry out all duties as designated by the TLP Coordinator

ACCOUNTABILITY

TLP Resident Advisors shall be supervised and directly accountable on all matters to the TLP Coordinator.

HOURS OF EMPLOYMENT

Hours and days shall be scheduled by the TLP Coordinator according to the needs of the program.

JOB QUALIFICATIONS

1. Must be at least 25 years of age in accordance with the Illinois Department of Children and Family Services Licensing Standards for Transitional Living Programs.
2. Undergraduate degree from an accredited school required. Degree in human services field desired.
3. Must have a demonstrated commitment to and understanding of Shelter's mission, vision, and values.
4. Must have a valid Illinois driver's license and must submit proof of Illinois auto insurance.
5. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
6. Must complete a Medical and T.B. test. Must be fully vaccinated against COVID-19, according to the latest CDC guidelines.
7. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
8. Must submit official educational transcripts from the last school in which a degree was awarded.
9. Must become certified in CPR and First Aid and complete New Hire Orientation before working independently.
10. Ability to lift 40 lbs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

Shelter, Inc. is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities. We actively strive to create an environment that supports all employees, placing value in contributions from people from diverse backgrounds, and honoring all experiences, perspectives, and unique identities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is a non-exempt position.

SALARY

\$20.25/Hour

ABOUT SHELTER Since 1975, Shelter has been a leader in Chicagoland for providing the emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing,

transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year. Shelter is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities.



SEND APPLICATION BY MAIL, FAX OR EMAIL

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FAX: 847.590.6184 • Email: HR@shelter-inc.org

Application in [PDF format](#) • Application in [Microsoft Word format](#)