

Program:	Berkshire Hills Music Academy
Program Area:	Residential Services
Position Title:	Residential Assistant
Supervisor:	Vice President of Residential Programs
Work Year/Weeks:	Up to 52 weeks
Hours/Days of Job:	Variable based on need
Employment:	Hourly, non-Exempt
<i>*Revised March 2022</i>	

General Description of Position

The Residential Assistant, under the supervision of the Vice President of Residential Programs, and guidance from the Assistant Residential Director, Advisors, Clinician, and Nurse, is responsible for supporting individuals in BHMA residential programs to learn a wide variety of life skills so that they may continuously develop increased independence. S/he is responsible for upholding the Student Handbook and policies of BHMA.

Essential Responsibilities of the Position

- Assists individuals in promoting independence.
- Modeling and mentoring appropriate social skills.
- Assist individuals with learning social skills.
- Assist individuals with learning pro-social relationships through problem-solving, peer counseling, modeling appropriate social skills; using the Circles Curriculum, and by using provided social skills lessons.
- Assist individuals with learning personal hygiene and grooming routines, including showering, shaving, teeth brushing, etc.
- Assist individuals with learning laundry life skills.
- Assist individuals with learning proper room maintenance, such a proper cleaning and organizing skills, as well as identifying and properly using cleaning tools and products.
- Assist individuals with learning community awareness/access, utilizing public transportation, planning community leisure activities, utilizing local business/vendors, etc.
- Assist individuals on planning individualized daily and weekly schedules.
- Document progress of individuals on their personalized goals/objectives related to residential life.
- Support individuals with daily activities assigned by the Senior Resident Advisor.
- Communicate with other staff through Blackbaud.
- If certified in Medication Administration Program (MAP), administer medications to individuals supported as needed.
- Attend ISP meetings, staff meetings, and other meetings as needed.
- Provide transportation of residents as needed.
- Assist Residential Advisor with any additional tasks or duties that may be required.

Additional Duties of Position

- Attend all BHMA mandated trainings.
- May be required to work additional shifts as required to maintain proper staffing ratios.

- Administer medications (if certified) when needed.
- Work independently and as a member of a team.
- Incorporate the Values of BHMA throughout the department.
- Other program related duties may be assigned by Vice President of Residential Programs.

Required Knowledge, Skills, and Abilities

- Interest in, and experience with individuals with special needs.
- Computer skills relative to using Blackbaud, Assistive Technology, and report writing.
- Effective judgement, decision-making, and organizational skills.
- Good written and oral communication skills.
- Ability to learn and implement a task analysis and least prompt system.
- Able to adapt to flexible nature of the position.
- Maintain positive work attitude and leadership.
- Able to independently problem solve.
- Certified in or able to obtain State of Massachusetts Medication Administration Program (MAP) certification, CPR, First Aid, Fire Safety, Basic Human Rights, Human Rights Systems, and other certification requirements as mandated by Berkshire Hills Music Academy and its associated agencies.

Minimum Education and Experience Required

- High School diploma minimum, Bachelor's degree preferred.
- Experience working with individuals with intellectual or developmental disabilities in a residential setting is preferred.
- Experience working within a residential setting.

Physical Requirements of the Position

- Ability to stand for extended periods of time.
- Ability to sit for extended periods of time.
- Ability to lift- up to fifty (50) lbs.