

**PROGRAM:** Berkshire Hills Music Academy  
**DEPARTMENT:** Residential Life  
**POSITION TITLE:** **RESIDENTIAL ASSISTANT**  
**SUPERVISOR:** Director of Residential Services  
**WORK YEAR/WEEKS:** Up to 52 weeks  
**HOURS/DAYS OF JOB:** Variable based on need  
**EMPLOYMENT:** Hourly, Non-Exempt  
Revised March 2015

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### **GENERAL DESCRIPTION OF POSITION**

The Residential Assistant, under the supervision of the Director of Residential Services with assistance from Advisors, Clinician, and Nurse, supports individuals at BHMA learn a wide variety of life skills so that they may continuously develop increased independence. The Residential Assistant is responsible for upholding the Student Handbook and policies of BHMA.

### **ESSENTIAL RESPONSIBILITIES OF POSITION**

- Assists individuals in promoting independence
- Assists individuals in upholding the rules of the schools including appropriate attire choices
- Modeling and mentoring appropriate social skills
- Assist individuals with learning social relationships, such as problem solving, peer counseling, appropriate social skills, using the circles curriculum and 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 by using the life skills program
- Assist individuals with learning room maintenance, such as proper cleaning skills, identifying and using cleaning tools and products, etc.
- Assist individuals with learning community awareness/access, such as assisting with 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 towards their goals related to residential services
- Support individuals with daily activities as assigned by Residential Advisor
- Communicate with other staff with Best Notes
- If certified in MAP, administer medication as needed
- Attend student and staff meetings as needed
- Provide transportation of students as needed

### **ADDITIONAL DUTIES AND REQUIREMENTS**

- May be required to work additional shifts, including mandatory overtime
- Attend Family Weekend activities, Open Houses, Graduation as requested
- Attend mandatory staff trainings

- Complete employee evaluation

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma minimum, Bachelor degree in Human Service or related field preferred
- Experience with and sensitivity to individuals with developmental or intellectual disabilities
- Experience working within a residential setting preferred.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Interest in and experience with music strongly preferred.
- Computer skills, especially word processing
- Effective judgment and decision-making skills.
- Able to learn and implement a task analysis and least prompt system.
- Certified in or able to obtain State of Massachusetts Medication Administration Program (MAP) certification, CPR, First Aid, and other certification requirements as mandated by Berkshire Hills Music Academy and its associated agencies
- Obtain/Maintain in-service requirements as mandated by Berkshire Hills Music Academy and its associated agencies
- Work independently and as a member of a team.
- Able to adapt to flexible nature of the position.
- Maintain positive work attitude.
- Excellent communication and observation skills.
- Valid driver's license

### **PHYSICAL REQUIREMENTS OF POSITON**

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