



## POSITION ANNOUNCEMENT

Position: Resident Advisor, Part-time  
Reports to: Program Director  
Function: Provides direct service to participants. Assists with training in skills of daily living including cooking, cleaning, budgeting, socialization, and conflict resolution in a 16 bed OMH Licensed Program for young adults ages 18-24.  
Locations: East 144<sup>th</sup> Street and Jamaica, Queens

### Tasks:

- Provides hands-on support and training with daily living skills: planning and preparing nutritious meals, maintaining living space, personal hygiene, budgeting and money management – including banking and paying bills.
- Regularly assess and trains participants to care for their health and hygiene and maintain their living space.
- Monitors and documents client self-administration of medication, according to program policy and procedures.
- Conducts regular apartment inspections, and oversees maintenance of apartments, inventories furniture, and alerts director of maintenance problems.
- Upholds tenant obligations as per Resident Agreement and Rider, informing the director of any issues.
- Assist in leading groups and recreational activities.
- Administers standardized health screening tools.
- Alerts supervisor on duty to incidents, regressions and high-risk behaviors.
- Provides empathy and individualized support to program participants, as needed.
- Assists participants with conflict resolution.
- Documents services delivered response to service and significant events, incidents, regressions and high-risk behaviors.
- Trains participants in safety procedures and conducts fire drills and self-preservation tests.
- Attends trainings as requested by supervisory personnel.
- Duties as assigned by supervisor.

Qualifications: High school diploma or G.E.D. Bachelors preferred. Progressively responsible work history. Experience with persons with mental illness/addictive disorders preferred. Experience as a graduate of foster care or residential treatment a plus.

Salary: \$18.55 hourly

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**  
**Director, Human Resources and Information Management**  
**Email: [jobs@acmhny.org](mailto:jobs@acmhny.org)**

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: [www.acmhny.org](http://www.acmhny.org)