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**Job Description Resident Living Advisor**

Ready For Life, a nonprofit organization, is looking for a dynamic, motivated individual to be one of the Resident Living Advisors. Ready for Life offers inclusive special education services and partners with Hope College. Ready For Life has a supported living environment for the Ready For Life Academy students at Hope College. You will have the opportunity to work for a company that has a passion for providing special needs individuals with the education and life skills they need to become independent and gain employment.

As a resident living advisor, you are responsible for:

* Be the main contact and support for the residents 2-3 mornings and afternoons/ week. Including completing a morning check-in around 8:00am and an evening check-in around 10:00pm
* Be the main contact and support for the residents 1-2 weekends a month (Friday 3:00pm – Monday 7am.)
* During assigned weekend, complete check-ins, plan and attend either a weekend activity or a community meal. This schedule will rotate and there will only be one meal or event per weekend.
* Make sure all residents are accounted for by 10:00pm on his/her assigned weekend of the month.
* Communicate with other resident living advisors on a regular basis.
* Report to the Housing Coordinator of Ready For Life.
* Document information as needed (i.e., incident reports, CLS forms, parent communication, etc.)
* Be Community Living Support certified by completing the required Community Mental Health trainings.
* Pass all criminal background checks and driving record review.
* Have a driver's license and car available on campus

Qualified Candidates will possess:

* A passion for our mission of working with people with special needs.
* Experience working with people with special needs.
* Excellent communication skills both verbal and written
* Job Type: August-May.
* Pay for live OUT RLA: $300 a month