



## Gracious Grounds Job Description

Position Title: **Resident Assistant**

Reports to: **Operations Director**

Status: **Volunteer**

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**Overall Function:** Gracious Grounds is seeking an energetic, caring individual to provide guidance and support for our community members with unique abilities. This position is responsible for being a role model, mentor and friend, and creating relationships that are built on trust and respect. This rewarding volunteer position will promote confidence and dignity for our community members located at the Lakeshore Flats property in Grand Haven, Michigan.

### Essential Overall Duties

- Learn about the interests and priorities of our residents.
- Support them in achieving; social & community integration, building and understanding healthy relationships and boundaries, learning and utilizing basic life skills
- Act as a liaison between parents/supports and the management team
- Work as part of a team; Operations Director, Executive Director, and Resident Support Coordinator
- Provide encouragement for community members to manage themselves as independently as they are able and to participate in activities provided by Gracious Grounds and within our surrounding community.
- Promote both physical and emotional health and wellness for residents.
- Document conversations and maintains resident confidentiality.
- May provide general case management; evaluation of social, psychological, and physical needs of residents.

**Our Culture:** Gracious Grounds' primary mission is to provide housing, devoted to the independence of adults with unique needs within an inclusive community. By providing meaningful care, you will create relationships built on trust and respect resulting in the confidence and dignity for the residents. The level of coaching and assistance will be different for each resident as the population we serve has varying degrees of skill and abilities.

**Qualifications:**

- Associate Degree in a related field or qualified employment experience.
- Must be available evenings, weekends, and some holidays
- Demonstrated knowledge of service management, problem solving, and advocacy
- Experience with disability services and mental health services preferred
- Strong organizational skills. Must be able to manage time and schedule effectively.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by volunteers within this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of the personnel so classified.

*No Discrimination. The objectives of Gracious Grounds, including the hiring of all staff shall be pursued without harassment, sexual or otherwise, or discrimination based upon gender, sex, marital status, age, race, color, national origin, ancestry, creed, religion, veteran status, political affiliation, or county of residence, or any protected status under law.*