Sisseton-Wahpeton Oyate

Job Description

Job Title: Resident Assistant (Evening Shift)

Reports to: Outpatient Counselor

Summary:

Provide supervision to residents at the Halfway House to abide adherence to Dakotah Pride Center's policies and procedures. The Resident Assistant provides a critical role in maintaining a safe and secure environment for individuals recovering from addiction. Resident Assistant will be supervised by the Outpatient Counselor and shall be subject to the Sisseton Wahpeton Oyate policies and procedures.

Essential Functions:

- Maintain accurate records of incidents, observations, and resident interactions
- Maintain daily written reports of resident patterns, including any problems, negative attitudes or behaviors or inappropriate comments which contradict recovery efforts, turn in daily reports to Outpatient Counselor.
- Communicate effectively with outpatient counselors about any issues or concerns
- Monitor the premises, including entrance and exits, to ensure safety and security of residents and staff, conduct regular patrols of the building and grounds and respond accordingly to any security, disturbances, or emergencies
- Be alert to clients, health, welfare and safety and make proper referrals/contacts when necessary
- Provide support and assistance to residents as needed, while maintaining professional boundaries.
- Be prepared to respond to medical emergencies, fires, or other crises, and know the procedures for emergency situations.
- Perform other duties such as light maintenance and housekeeping chores
- Transport halfway house clients to outside activities, such as A.A. meetings, sobriety activities, cultural activities and any emergency situations that may arise.
- Attend and participate in all staff meetings, in-service trainings and workshops sponsored by Dakotah Pride Center
- Perform other duties as assigned by the Outpatient Counselor and Program Manager.

Job Qualifications:

- A high school diploma or GED is required
- Must possess good communication skills verbal and written

- Ability to maintain confidentiality and handle sensitive situations with discretion

Job Requirements:

- Adequate understanding about addictions and various recovery methods, i.e. 12-step and Red Road concepts
- Must complete 90-day probationary period
- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations
- Valid South Dakota driver's license, valid tribal driver's license and appropriate liability insurance.
- Must have a cell phone number within 30 days of employment and maintain it.
- Able to set limits with clients, to prevent enabling their disease process

Approved by _____ Date 10/5/26