

<b>Job Title:</b>	Residential Staff	<b>Job Category:</b>	Hourly
<b>Department/Group:</b>	Residential/Respite/SUSD	<b>Hiring Director:</b>	Shay Carroll- Residential Director
<b>Location:</b>	24 Vernon St. Keene, NH	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	\$17-\$20	<b>Position Type:</b>	Residential Staff
<b>HR Contact:</b>	Samantha Spielberg	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	

**Applications Accepted By:**

<b>EMAIL:</b> Please send a resume, cover letter, and references to <a href="mailto:Sam@MonadnockPSA.org">Sam@MonadnockPSA.org</a> Subject Line: Residential	<b>MAIL:</b> Monadnock Peer Support Agency 24 Vernon St Keene, NH 03431
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**Job Description**

**ROLE**

To deliver Peer Support in a residential setting in accordance with the structure and systems of the residential Step Up Step Down/Peer Respite program with the intention of fostering a communal space for healing and growth.

**RESPONSIBILITIES**

- Residential Staff will welcome guests and visitors to the Step Up Step Down/Peer Respite program.
- Residential Staff, utilizing the language and skills of Peer Support, will work alongside their team to offer Peer Support to guests in the Step Up Step Down/Peer Respite program.
- Residential Staff, at the direction of the Residential Director, will support guests with their intake process.
- Residential Staff will develop and support Peer Support related activities and groups that support the needs and preferences of the guests in the Step Up Step Down/Peer Respite program.
- Residential Staff will attend all required meetings for the Step Up Step Down/Peer Respite program.
- Residential Staff, utilizing the skills and language of Peer Support, will support guests in pursuing their self identified goals.
- Residential Staff will engage in one on one Peer Support with guests in the Step Up Step Down/Peer Respite program.
- Residential Staff, when appropriate or when directed by the Residential Director and utilizing the language and skills of Peer Support, will engage in outreach/advocacy on behalf of Monadnock Peer Support.
- Residential Staff will attend all required meetings and trainings.
- Residential Staff will maintain the confidentiality of guests and members of Monadnock Peer Support.
- Residential Staff will provide the Residential Director with copies of paperwork related to any and all issues of conflict, complaint or incident.
- Residential Staff will participate in maintaining the running activity log and writing shift notes to allow for the incoming team members to have an accurate report of any relevant events of the day.
- Residential Staff will support the cleanliness of the program through program/facility maintenance tasks assigned by the Residential Director and by utilizing the language and skills of Peer Support to guide guests in doing their part.
- Residential Staff will support a healthy atmosphere by holding appropriate boundaries with guests in compliance with the policies and procedures of Monadnock Peer Support.

- Residential Staff will maintain a working knowledge of guest and visitor movements in and out of the program.
- Residential Staff, utilizing the language and skills of Peer Support, will support guests in the Step Up Step Down/Peer Respite program with their basic life skills including but not limited to, cooking, cleaning and time management.
- Residential Staff will answer the phone when on shift and deliver any messages to the relevant parties.
- Residential Staff will provide transportation, utilizing the vehicle owned and insured by Monadnock Peer Support, when necessary.
- Residential Staff will participate in a monthly supervision with the Residential Director and will receive a once yearly review in the month of June, the end of fiscal year.
- Residential Staff will perform other job functions as assigned by the Executive Director and Residential Director that are not specifically outlined in this job description.

**QUALIFICATIONS**

- Strong organizational skills
- Well developed interpersonal skills
- Must be detail oriented
- Must be able to demonstrate the ability to work effectively with diverse individuals while actively engaging with other team members and occasionally external audiences.
- Self identified as having a lived mental health experience
- Must be able to demonstrate the skills sets applicable to the approaches of Peer Support or demonstrate the willingness to go through the appropriate training to develop these skill sets within 1 year of being hired.
- Must have a minimum of 1 year of personal and/or professional experience working in a related field such as mental health, residential care, substance recovery models, community aid, etc.
- Must be able to demonstrate strong written and oral communication skills.
- Must be able to handle, through the language and skills of Peer Support, conflict and uncomfortable situations with professionalism.
- Must be able to demonstrate proficiency in relevant computer programs/software.
- Must be able to take initiative, be creative, flexible and work independently and with a team.
- Must be able to multitask.

**Employee Acknowledgement**

I have carefully reviewed this job description and I understand its content and requirements.

Candidate Acceptance:		Date:	
Hiring Director Acceptance:		Date:	
Last Updated By:	Shay Carroll	Date:	6/12/24