

Resident Services Assistant Part-Time

Under the general direction of the Resident Services Coordinator, performs a variety of duties providing support to residents. Participants are mostly school-age children with some high school and adult students.

Essential Functions

- Assist residents with computer operations, web searches, homework, applications, one-on-one lessons and other related activities.
- Develop activities and curriculum.
- Tutor elementary, middle school, and some high school/adult students in after-school program for low-income families. Schedule tutoring sessions with students and develop individual learning programs for each student coordinated with teachers and counselors in the public school system.

Employment Standards

Education, Training and Experience: Graduation from High School or GED. College course work preferred. Experience involving public contact and working with children.

Knowledge of: Modern office practices, procedures and equipment; proper telephone/voice mail system methods and procedures.

Ability to: work independently; multi-task; understand and apply written and verbal instructions; respond to requests and inquiries from residents; convey information to others in a clear concise manner; use computer equipment, copiers, fax machine, and other such office equipment; organize and prioritize work assignments; communicate effectively with people of diverse socio-economic backgrounds; maintain confidentiality of client information.

Physical Demands: This classification includes the following physical demands: occasional lifting of up to 25 lbs., walking, standing, bending, stooping, squatting, reaching, pulling and the coordinated use of fingers, hands, arms and knees.

Working Conditions: The open ventilation office environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise.

Special Requirements: CPR Certification desired

This Job Description is a guideline reflecting the principle activities associated with this position; it is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions. HASLO retains the right to change or otherwise modify this job description at any time.