

Opening Date: December 1, 2009

***THE GREATER PHILADELPHIA URBAN AFFAIRS COALITION  
ODAAT***

***POSITION: RESIDENTIAL AIDE LEVEL 3 (Weekend Shift)***

***JOB DESCRIPTION***

---

***POSITION SUMMARY:***

***ODAAT, a program partner of the Greater Philadelphia Urban Affairs Coalition (GPUAC) is currently looking for an individual to fill the position of Residential Aide Level 3.***

The individual selected for this position will report to the Shelter Manager. The Residential Aide will assist and support the Shelter Manager in achieving full compliance with the City of Philadelphia, Department of Behavioral Health (DBH) and Office of Addiction Services (OAS).

***PRIMARY RESPONSIBILITIES:***

Reports to designated facility on assigned schedule.

- Performs client support duties as assigned by manager.
- Oversees day-to-day group and personal activities of residential clients.
- Implements rules established by funding agency and management, such as sanitation and maintenance requirements and shelter regulations.
- Prepares and serves meals as required.
- Performs housekeeping and light maintenance duties as required.
- Maintains compliance with City Shelter Standards and corporate policies.
- Reports unsafe conditions and client safety concerns to Shelter Manager.
- Prepares incident reports as required.
- Attends meetings and training sessions.
- Participates in company outreach events which support programs.
- Attends all mandatory staff functions, based on a pre-authorized schedule with your supervisor.
- Assists with other duties as assigned.

***EDUCATION/EXPERIENCE:***

Degree: High School Diploma Preferred or Equivalent Experience with a minimum of three years experience working with addicted and/or homeless population or related field.

***Send cover letter and resume to:  
Robin Ingram, Program Manager  
ODAAT  
2532 North Broad Street  
Philadelphia, PA 19132  
Email to [robini@odaat.us](mailto:robini@odaat.us)***

***GPUAC/ODAAT is an Equal Opportunity Employer***