



BETA JOB DESCRIPTION

Fax: 407-381-0907

**Email: employment@betacenter.org
www.betacenter.org**

Job Title: Residential Specialist (On-Call)

Department: **Residential Services**

Reports to Immediate: Director of Residential Services

Reporting to this position: None

FLSA Status: Non-Exempt, Hourly

On-call positions open: 4pm-12 midnight, 12 midnight – 8 am, 8 am – 4 pm

Position Summary: The BETA Residential Specialist is responsible to support the BETA mission by being responsible for overseeing the safety of the residents and by offering a caring and positive environment.

Position Responsibilities:

- Ensure safety of residents at all times
- Provide supervision, ensure that all rules are obeyed
- Write daily communication reports
- Provide written incident reports
- Report repairs as needed to facility
- Secure all exits and arm/disarm alarm system as required
- Participate in a minimum of 40 hours of continuing education in the first year of employment and 40 hours of continuing education per year in subsequent years. Receive and maintain CPR and Basic First Aid certification.
- Attend monthly All Staff Meeting and Residential Meetings. Participate in agency-wide functions to facilitate team building and positive relationships.
- Perform other duties as required and as outlined in day shift and night shift additional duties.

Essential Skills and Experience:

- Minimum education of a high school diploma
- Per DCF, must be female, 18 years or older
- CPR/First Aid certification
- Must have strong communication skills
- Must have an understanding of boundaries
- Must be able to interact with all levels
- Must be detail oriented
- Must be flexible
- Must be caring, patient, and compassionate
- Must have the ability to work under stress
- Must be able to give commands
- Must be self directed as show strong initiative
- Must have the ability to work as a part of a cross-disciplinary team
- A strong commitment to confidentiality and ethical responsibilities is required

- Must be able to treat all with dignity and respect and be able to work with diverse members of the community
- Must have an ability to demonstrate employability with regard to criminal checks mandated by licensing requirements
- Must have a current, valid Florida drivers' license.

Nonessential Skills and Experience:

- Prior experience dealing with adolescents is preferred
- Strong interest in high-risk adolescent population is preferred
- Second language is preferred

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to feel objects; reach with hands and arms; balance; stoop, kneel, crouch, or crawl; talk and hear clearly; taste or smell; manual dexterity. The employee must be able to lift and/or move at least 25 pounds. The employee must possess use of both hands, arms, legs, and feet to accomplish the job, including evacuation and guiding during emergencies and mandated drills. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to drive a car, a minivan, and a 15-passenger van.
- *Work Environment:* General School/Office Environment. Some stress may occur. The environment is fast-paced with multiple demands to juggle.

Interested applicants should forward resume and/or letter of interest to employment@betacenter.org or fax: 407-381-0907.