**Job Title**: Residential Aid  
**Position Type**: Full-Time  
**Pay Rate**: $19.00/hr-$20.00/hr

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The Center for Living and Learning (CLL) is a 501(c)3 non-profit organization originally founded in 2001, is a leader throughout the San Fernando Valley and aims to prepare individuals transitioning from rehabilitation or with other barriers to employment, to enter the workforce and become contributing members of society. CLL supports individuals looking to rebuild their lives after incarceration, substance use treatment, or homelessness as they reintegrate into the community. To help overcome these barriers, CLL provides an array of services, including apprenticeships, job readiness preparation, and other employment, health, and housing support services.

CLL is currently looking to fill the full-time position of Residential Aid for the Interim Housing Program.

- Travel is required between the office location and CLL housing locations.
- Open positions include 2nd shift and awake 3rd shift. Week days; some weekend shifts may be required.

**Job Summary:**

Under the leadership and supervision of the Project Manager of Interim Housing, the Residential Aid will ensure a safe and comfortable living environment by working with their project team to foster a safe and healthy community life for residents living in interim housing facilities. The Residential Aid is responsible for providing housing and other supportive services for residents reentering the community from incarceration and/or substance use treatment and moving into interim housing. This position works as a part of a multidisciplinary team of Community Health Workers, Employment Specialists, and a Financial Coach.

**Some Essential Duties:**

-Welcomes and introduces new tenants to all existing residents.
-Participate in general resident oversight, ensure compliance with rules, program agreements and take appropriate action for those who are not following the interim housing program agreement in accordance with agency standards.
-Assign household chores to residents.
-Monitor and support residents with maintaining healthy and safe living quarters, common areas, and overall home environment.
• Observe and report any unusual behaviors or potential areas of conflicts between residents and report information to the Project Manager-Interim Housing or designee as required.
• Monitor the proper functioning of appliances and other equipment in the home.
• Observe any unusual activities that may pose a safety or nuisance issue for the residents and the neighbors, such as a loud radio or television and report this to the Project Manager-Interim Housing.
• Monitor activities to assure the home is maintained adequately for the comfort, use and privacy of all residents.
• Notify Project Manager-Interim Housing of all household repairs, assists in scheduling appointments and provide on-site monitoring of repair/handyman persons as required.
• Maintain an inventory of all household supplies (i.e. cleaning supplies, cooking utensils, furniture, household keys etc.).
• Prepare bedrooms for all new residents entering homes (i.e. clean linens, dresser drawers, bedroom cleanliness etc.).
• Assist residents with life skills development, community integration, and other supportive services as needed.
• Assist residents with permanent housing resources and retention activities (including attending initial home visits).
• Coordinate and facilitate resident activities and respond to questions and concerns.
• Assist with linkage to transportation resources and may attend various appointments and group meetings as required.
• Serve as a community liaison by establishing and maintaining community support systems useful to residents.
• Assist with the coordination and delivery of quality housing, employment, meal services, and other supportive services for clients residing in interim housing facilities.
• Assist with resident relocations and move-out processes as required.
• Maintain a comprehensive and accurate written record of events that occur during shifts, as well as through incident reports.
• Monitor and ensure the safety and security of interim housing operations.
• Monitor all residents while exiting the interim housing facilities to ensure no damage or theft of CLL property.
• Advance the interim housing Trauma-Informed and Harm Reduction framework through communication and effective collaboration across the agency.
• Maintain positive relationships with all existing landlords, local housing authorities, stakeholders, community partners, residents, and employees.
• Assist with coordinating and connecting participants to stable permanent housing options (i.e. Coordinated Entry, available permanent housing subsidy programs, etc.).
• Collect and document resident data to generate departmental housing reports and governmental funding reports as required.

**Qualifications:**
• High school diploma/GED and/or one (1) year of related experience in the areas of customer service, supportive housing, and working and understanding of individuals who struggle with mental health, substance use, justice involvement, and/or homelessness. People with lived experience are strongly encouraged to apply.
• May be required to clear any background checks required by the County of Los Angeles. People with criminal convictions are encouraged to apply.
• Must possess a valid California driver's license and maintain an insurable driving record under the agency’s liability policy.
• Must possess and maintain a working vehicle with current registration and insurance.
• Excellent written and oral communication skills with attention to detail and accuracy.
• Must be able to work independently and demonstrate the ability to work as part of a multidisciplinary team.

**Physical Requirements:**
The physical requirements indicated below are examples of the physical aspects that the position must perform in carrying out essential job functions.
• Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• This type of work involves a combination of constantly sitting, walking, and standing for periods of time.
• The ability to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and taste or smell.
• The ability to remain in a stationary position for long periods of time while constantly operating a computer, mouse and other office productivity machinery including a copy machine, and computer printer.
• The ability to frequently work in a medium noise level and fast-paced environment.
• The ability to drive to and from the office or different housing locations to perform tasks related to the position.

**Benefits:**
CLL provides a comprehensive benefits package. Benefits for full-time employees include full health, dental, and vision, supplemental health insurance (AFLAC), 10 holidays, and paid time off.

How to Apply:
Please send a resume and cover letter with the subject line “Residential Aid” to info@center4living.org. No phone calls, walk-ins, or inquiries please.

CLL is an equal opportunity employer committed to a diverse and inclusive workforce. We strongly encourage applications from candidates who reflect the diverse communities we serve. This includes people who have the lived experience of being incarcerated, unhoused, and having other barriers to employment. We do not discriminate in hiring or employment on the basis of race, color, religion, creed, ancestry, national origin, gender expression/gender identity (including pregnancy, childbirth, breastfeeding or related medical conditions), marital status, sexual orientation, age (40 and over), disability (mental and physical), medical condition, genetic information, or military or veteran status.

CLL will consider qualified applicants with a criminal history pursuant to the California and City of Los Angeles Fair Chance Acts. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if CLL is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the California Fair Chance Act by visiting calcivilrights.ca.gov/fair-chance-act/. Find out more about the City of Los Angeles Fair Chance Act by visiting https://bca.lacity.org/fair-chance.