



## **Job Description:**

### Beyond Limits RA Roommate Advisor Position

#### OVERVIEW

Provide leadership, oversight, supervision and mentoring to Beyond Limits Students. Ensures compliance with regulations as well as the vision, policies and budgetary parameters of Beyond Limits and Bethany Global University.

#### **Apartment Living Supervision:**

Oversee routine operations for Beyond Limits apartment living, and supervise on-site as necessary.

Respond to emergencies immediately and provide direction to Beyond Limits Students in emergency situations.

Monitor and evaluate Beyond Limits apartment living and report progress, problems and solutions to Beyond Limits staff.

Maintain an appropriate apartment schedule and help students get to bed and wake up at appropriate times and in appropriate ways.

Respond to deficiencies and implement recommendations for corrective action.

Help Beyond limits students navigate campus life and independent living. Help BL students learn and then navigate their schedules.

Help Beyond Limits students build a bridge in connecting and making friends with other Bethany Students.

Engage and communicate with parents as needed and when they are dropping off and picking up students. Fill them in on how things are going and make them feel at ease and part of their students college experience.

Manage the cooking of 2-3 meals a week as a group in order to teach independent living and cooking skills.

Assist with personal care including eating and in the bathroom, hygiene, grooming, and general cleanliness. This includes being aware of areas that a student is struggling and needs extra help and prompting.



Teach and train students to help with cooking and housework. This includes discussing and implementing a plan for chores that works for everyone in the household.

Be responsible for working/communicating with the other RAs to have responsibilities evenly distributed. You will work with Program Coordinator to have a general schedule made on a monthly bases. If any changes need to be made for who is "on duty" they need to be made independently with fellow RAs by trading days, then communicated with program coordinator.

Only one RA has to be on duty at a time with the exception of Tuesday evening.

What "on duty" generally looks like -

**Weekday evenings:** 6-6:30 "check in" in apartment, then available on campus 6:30-9. Back in apartment at 9pm for the night.

**Weekday mornings:** Be awake before they leave to make sure they are presentable, clean, and in appropriate clothing (jacket/hats/gloves, clothing is clean and on the right way)

**One evening a week** - all RAs in the apartment by 6, working together with cooking, and cleaning.

**Weekends:** Saturday all RA's in the apartment working together for breakfast and clean up. After breakfast one RA "on call" (available on campus, or with students), check in at dinner time then back in apartment by 9pm.

Sunday, one RA available on campus during afternoon and in the apartment by 4pm when students are returning to campus.

An average of one weekend a month RA's will have a break from Friday evening through Sunday evening as BL students are required to go home.

When on duty, friends are allowed (and encouraged) in the apartments providing it does not take away from RA being able complete their responsibilities.

Alternate with other RAs to have "reentry" meeting with students on Sunday nights to go over schedules and answer any questions or concerns they may have for the next week.

Be available by cell phone as a contact for assistance to BL Students as needed.

Have all students numbers saved in your phone.



### **General Leadership:**

Operate as a liaison, champion and missionary for people with disabilities at Bethany Global University.

Be a positive representation of Beyond Limits and share with those being introduced to the program (potential students, donors, state workers ect)

Look for and encourage activities that will involve BL students with Bethany College life. Encourage and develop natural supports for BL Students.

Become a spiritual mentor for BL students teaching them to rely on prayer and Christian principles to solve problems.

### **QUALIFICATIONS:**

Bethany Global University student / Graduate in good standing.

Provide your own cell phone to help stay in contact with BL students

Valid Driver's License with acceptable record (not required but helpful)

Applicants must have a passion for serving people with disabilities, and have strong decision-making skills

Ability to complete and pass a criminal background check.

No experience is required, though we do prefer applicants with experience working with individuals with developmental disabilities or similar conditions.

\*Some tasks/scheduling items are subject to change



## RA Roommate Advisor Application 2016-2017

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email address(es): \_\_\_\_\_ @ \_\_\_\_\_

Gender: Male / Female Student ID#: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

**REFERENCES-**

Please provide two references we may call to inquire about your previous employment, volunteer efforts or academic advancement.

Name	Phone Number	Relation

**CRIMINAL BACKGROUND-** (Record of convictions will not necessarily be a deterrent to becoming an RA)

Have you ever been convicted of a crime? [ ] Yes [ ] No

If so, please describe fully the conviction(s) listing the nature of the offense(s), your age at the time of the offense and your rehabilitation since the conviction(s).

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**BRIEF DESCRIPTION-(PLEASE ATTACH RESUME AND USE ADDITIONAL PAPER IF NECESSARY)**

1. What motivates you to participate in a program such as Beyond Limits? Please explain the qualities and skills that you feel would enable you to help students with disabilities become more successful (include related training and volunteer experience).

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2. As a Beyond Limits Roommate Advisor you will be working with diverse groups of people, including other Bethany student MIR's, Beyond Limits Students, and professional staff. Many of these people may come from a different cultural and educational background than your own. What experiences or skills do you possess that prepare you to work effectively within diverse settings?

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3. Being a Beyond Limits Roommate Advisor is an intensive commitment that requires careful attention to safety, schedule details and the ability to help people get along. Please comment on your ability to uphold this commitment in a professional manner.

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4. PLEASE ATTACH YOUR RESUME.

**TERMS OF PARTICIPATION-**

- Agreement to live with, mentor and support 6 students with disabilities
- Agreement to work alongside at least one additional Roommate Advisor.
- Adherence to the Bethany Global University rules, regulations, and code of conduct.
- I certify that the information contained in this application is complete and true to the best of my knowledge.
- I understand that any misrepresentation or omission of facts will be cause for immediate dismissal.
- I agree to attend all training sessions and group meetings conducted by the Program Coordinator.
- There may be further applications, personal reference checks, interviews, and/or background checks, in order to be matched with a student/client.
- I agree to maintain confidentiality with respect to all information I may possess regarding my interactions with Beyond Limits, its students, families and any knowledge of the contents of confidential records

Signature: \_\_\_\_\_

Date: \_\_\_\_\_