



## **Who we are**

Founded in 1903, Crittenton is a non-profit organization that provides maternal, family care and life skills services for girls and women who have experienced trauma. We're nationally accredited and guided by a trauma-informed model of care to make our clients feel safe, supported and empowered. We exist to help every girl and woman who walks through our doors realize a better tomorrow. Our five core values that drive our service delivery are: Compassion, Respect, Inclusion, Accountability and Hope.

## **Working here**

Crittenton employees, along with our community partners and volunteers play an integral part in our success. As a Crittenton employee, you will help to create positive outcomes, guiding clients toward a better path and helping them stay on it, even when the journey gets difficult.

We deliver our services with a trauma-informed approach using the ARC framework. As a member of our team you will receive ARC training to develop an understanding of the impact that trauma and adversity have on our clients. We work as a team using a shared language and structure for providing our services to address these trauma-related impacts to help our clients thrive and realize a better tomorrow.

Here are some of the many ways our employees help girls and women realize a better tomorrow:

- Building a foundation of self-esteem
- Creating stable, sustainable family units
- Ensuring healthy delivery and baby
- Overcoming trauma to achieve self-sufficiency
- Keeping mothers and children together
- Facilitating positive future outcomes

Working at Crittenton provides you with the opportunity to make a difference in the lives of girls, women and children in a unique working environment. Benefits include complimentary meals during your shift and many opportunities to attend valuable training to enhance your personal and professional development.

**Job Title:** Residential Technician

### **General Description of Duties:**

The Residential Technician will support the clients and staff of Crittenton's residential programs by transporting clients in agency vehicles, providing coverage on residential units and performing residential duties as assigned. The work schedule is Monday through Friday, 2pm – 6pm.

### **Line of Authority:**

The Residential Technician reports directly to the Residential Director.

### **Job Classification:**

Part time, non-exempt

### **Specific Duties and Responsibilities:**

- Transport and accompany individuals to and from medical appointments, recreational activities, school and day care, shopping trips and other activities as assigned by supervisor.
- Perform detailed daily room checks for each program.
- Print daily transportation report and perform daily inspection of agency vehicles, ensuring vehicles remain clean, sanitary, filled with gas, and promptly report any maintenance concerns.

- Provide coverage for programs as needed which includes supervising clients in all aspects of the residential program.
- Perform monthly inspection of first aid kits and medicine cabinets in each program and vehicle, checking for expired medications and supply replenishment.
- Assist with documentation checks for all agency programs.
- Participate in 24 hours of continuing education and training annually.
- Miscellaneous duties as assigned.

**Qualifications:**

- Current valid driver license and good driving record
- Ability to complete CPR certification within 30 days of hire
- Good computer skills in order to access emails, training and record keeping software
- Ability to be understanding and sensitive to the unique needs and circumstances of the client population served
- Strong interpersonal and organizational skills with a customer-focused attitude
- Must be an excellent role model
- Commitment to Crittenton's mission, goals and values

**Education & Experience:**

High school diploma or equivalent; some experience working in a residential, group home, or human services setting preferred but not required.

**COVID-19**

Our residents are our mission, and currently they are one of the most vulnerable populations being impacted by COVID-19 and its variants. We are requiring vaccination or weekly testing to protect them and to assure our families and community partners that we are doing everything we can to ensure their safety.

All employees not otherwise exempted are required to submit proof of vaccination to Human Resources within 3 days of a job offer being extended, or to submit to weekly COVID testing beginning one week before the first scheduled day of work.

Requests for exceptions and reasonable accommodations must be initiated by submitting a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process within 3 days of a job offer being extended.

**Crittenton is an Equal Opportunity Employer.**