

Job Description

William J. Gould Associates, Inc.

Volunteer Residential Advisor 2nd shift – Level 1

Boston Area Programs, Fellside, Medford, MA

Reporting to the Assistant Clinical/Program Director of the Boston Area Programs (BAP), this position is responsible to work directly with program participants who come for care and are part of the transitional program recovery model. Volunteers contribute to the community in ways that utilize their individual strengths and talents. Individual must be willing to promote the values and spirit of Gould Farm, to actively participate as a member of the community at meals and other gatherings; to maintain open and honest communications with other staff members; and to promote the safety and well-being of all community members.

Specific job duties include, but are not limited to:

- Ensure that all program participants receive optimal quality of care and respect;
- Uphold all policies and guidelines set by Gould Farm and the BAP;
- Work 40 hour workweek to include day and/or evening shift coverage and 2-3 asleep overnight shifts. Work 2 of the 6 holidays recognized by Gould Farm in exchange for 2 other days off;
- Participate in staff, clinical, residential, and community meetings and trainings;
- Read and maintain professional documentation of daily interactions with program participants in log;
- Facilitate menu planning, meal preparation and clean-up with residents 4 evenings a week;
- Assist in providing leadership and support to the Prep-to-Work Program as needed;
- Facilitate community council on a monthly basis;
- Organize and lead group evening activities such as game night, artist circle, yoga, etc.;
- Assist with the general upkeep of Fellside and encourage residents in maintaining a clean and safe home environment; monitor chores and assist individuals with household tasks as needed;
- Support BAP Extended Community members by phone; support any extended community members on respite and/or Gould Farm guests on orientations trial visits at Fellside;
- Assist residents in navigating public transportation system or in obtaining driving directions; provide transportation in emergency situation or in circumstances authorized by on-call staff;
- Provide support and encouragement to program participants with obtaining information from the internet to support their progress with achieving their goals;
- Provide medication check-ins with residents as scheduled and assist all program participants in obtaining information for medication questions or concerns;
- Be prepared to pitch in to cover the responsibilities of other staff when they are absent and respond to emergencies including use of on-call support; follow through with crisis plans with on-call staff;
- Participate and contribute to the community in ways that bring out individual talents and strengths; organize and/or facilitate participation in occasional group activities.

Qualifications/ Benefits and Stipend/ Contact Info: BS in psychology or any of the human services related fields desired. Excellent written and verbal communication skills and current driver's license required. Experience in a leadership role desirable. Patience and a sense of humor a plus! Volunteers who commit to a one-year assignment receive room and board, medical insurance, and a stipend of \$192.31/bi-wkly (\$5000/year). Eligible for AmeriCorps educational award upon completion. If interested, please contact George Moran, Human Resources Director at (413) 528-1804 or send cover letter & resume to hr@gouldfarm.org.