

REPORTS TO: Residential Group Home Manager

SUPERVISES: No One

STATUS: Non-exempt - refer to personnel policies for detailed explanation.

JOB OBJECTIVE: Provide direct care assistance and supervise activities of residential group home clients; facilitate programming in accordance with client ISPs to the group home residents; complete required paperwork.

ESSENTIAL JOB FUNCTIONS:

- Clean and maintain group home in a safe and sanitary environment to ensure regulatory compliance; perform inventory of group home;
- Teach, plan, schedule, organize, coordinate, assign and participate in residential client activities;
- Supervise, assist, enable and encourage clients with personal needs (personal hygiene, bathing, etc.);
- Many clients served are unable to stand, walk, or bear weight and need assistance which could require physically lifting or transferring. Some clients may be wheelchair bound;
- Assist with instructing clients in daily living skills;
- Assist with meal planning, preparation, serving, and clean up;
- Implement client therapy/exercise as required;
- Transport/assist clients to/from medical/health care provider appointments, activities, appointments, field trips, shopping, dances, church, etc.;
- Assist in creating, revising and implementing client PCPS;
- Successfully complete Medication Administration Curriculum Training;
- Administer, order, obtain, inventory, and distribute medications and supplies;
- Provide assistance to clients regarding financial expenditures, accounting, etc.;
- Do necessary errands for and/or with clients; shop for groceries, supplies, etc.;
- Perform financial duties as required;
- Meet with clients' health care providers and specialists as needed;
- Coordinate residential group home events with supervisor, QMRP, LPN, etc.;
- Chart information (behaviors, needs, progress, etc.); record clients' needs and progress assessments; perform and provide vital checks;
- Participate in community awareness/integration activities;
- Plan, assist, and participate in emergency safety drills;
- Perform and provide CPR and first aid as needed;
- Overnight and weekend staff remain overnight at the group home;
- Perform basic interior/exterior maintenance as necessary;
- Answer telephone, provide information, take messages;
- Communicate, verbally and in writing, with supervisor, co-workers, clients, client families/advocates, and the general public;
- Write, complete and process reports, reviews, plans, billing logs, other paperwork as required; ensure documentation/paperwork is completed and filed in a timely manner;
- Attend in-service, meetings and other job related training as required;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Follow JRDS Client Information Privacy & Security policies and procedures;
- Follow JRDS Personnel Policies & Procedures;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of procedures used in performing duties;
- Thorough knowledge of federal/state regulations, source materials and references relating to and governing the residential program;
- Thorough knowledge of Universal Precautions;
- Working knowledge of behavior management techniques and methods;
- Ability to plan and implement programs on own initiative;
- Ability to teach/train and convey principles, theories, methods;
- Ability to establish and enforce work standards for self and subordinates;
- Ability to effectively communicate verbally and in writing;
- Ability to develop and maintain effective, cooperative, and productive work

- relationships (supervisor, co-workers, clients, and public);
- Ability to anticipate problems and initiate corrective action;
- Ability to apply policies and procedures to assigned tasks;
- Ability to write, complete, and maintain required paperwork;
- Ability to organize and maintain program materials/equipment;
- Ability to perform and provide CPR and first aid;
- Ability to legally and safely operate a motor vehicle, which could include a wheelchair lift van;

JOB STANDARDS: High school diploma or GED equivalent plus training or work experience in a related field. CPR and first aid certification and successful completion of Med Administration Curriculum required. Must be free of communicable disease and submit to Mantoux (TB) testing prior to beginning employment. Excellent work references required. Sign language would be beneficial.

EQUIPMENT: Must be able to operate office equipment such as telephone, computer, copy machine, calculator, and other residential group home equipment/appliances. Must be able to legally operate agency motor vehicles. Must be at least 21 years old to drive an agency full-size (12-passenger) van.

RESPONSIBILITY: Prioritize and accomplish duties and assignments according to own schedule with assistance from supervisor. A broad range of job-related theories and principles must be fully understood in order to perform job effectively. Assignments are usually carried out using standardized procedures. When guidelines do not exist, use of good judgment is needed in selecting/adapting methods or procedures to fit unusual or complex situations. Supervisor must be consulted on new/unique situations. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

HEALTH AND SAFETY: Assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Must participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Duties are performed alone or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort to achieve objectives and answer questions.

PHYSICAL EFFORTS: Duties are performed with minimal physical effort requiring adequate hearing, effective communication skills (both in speech and the ability to write), and adequate vision. Position requires ability to physically lift/transfer individuals.

WORKING ATTIRE: Clean, casual attire appropriate within internal facility environment. Agency dress code should be followed per the Personnel Policies.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date

