

Position Description- Residential Specialist

Job Location: Community Based

Leavenworth, KS 66048

Work Hours: 32-40 Hours per Week Position

Refer to rotating schedule

Work hours may change as tasks or persons-served needs require, and may exceed 40 hours per week during times when overtime is mandatory in order to maintain adequate staffing in program areas.

JOB DUTIES AND EVALUATION WEIGHTS OF POSITION

- **[.15]** *Able to work independently to assure the health and safety needs of individuals served are met. Assist individuals served in acquiring the skills to lead a quality lifestyle at home and in the community. This may include; but is not limited to, hands on assistance in the following:
 - -Educational learning (as needed)
 - -Money Management (budgeting, buying, banking, debts, money value, use of money, check writing)
 - -Home management (housekeeping, operation and care of appliances, meal planning and preparation, and grocery shopping)
 - -Personal hygiene (habits conducive to good hygiene, body cleanliness, health care, laundry, and assistance in bathing and toileting)
 - -Medication Administration
 - -Mobility (lifting and transferring)
 - -Leisure
 - -Safety practices. Must be able to perform First Aid, CPR and all technical MANDT techniques.
 - -Other as assigned
- **[.15]** *Insure that individual served medication is monitored, re-ordered and reviewed as needed, following the policy and procedure for individual served medication. Maintain necessary documentation on the medication log.
- **[.15]** *Insure house organization with respect to the following:
 - -Budget and plan for the purchase of custodial, food, and housekeeping supplies.
 - -Complete maintenance requests and submit to supervisor
 - -Implement charts for cleaning house.
 - -Maintain house files (i.e. medication log, attendance log, emergency drills, etc.)
 - -Insure the SRS, CARF, BASIS, and food and lodging regulations are met by completing related assignments.
- **[.15]** *Observe, identify and define areas in which individuals served require training in order to become more independent or functional. Assist in developing methods, instruments, schedules and procedures necessary for the efficient completion of rehabilitative objectives and provide documentation thereof.
 - -Participate in various aspects of the P.C.S.P process for current house residents.
 - -Document training and counseling services provided to the individual served by completing and routing all necessary forms.
 - -Maintain individuals served files. Work closely with the Service Coordinator to assure that individual served case records are in compliance with all applicable regulations.
 - -Assist residents with activities within the group setting in the community or at work. Provide reinforcement to individuals served during training sessions, as well as during routine functioning. Provide a positive model for individuals served. Provide guidance as necessary to residents.
- **[.10]** *Maintain intra-agency communications.
- **[.10]** *Insure that individual financial records are maintained and assist in the financial planning for each person served with regard to bill paying, bank statement reconciliation, financial reviews, petty cash, etc., and assure that all applicable fiscal procedures are strictly adhered to.
- **[.05]** *Provide transportation to person served.
- **[.05]** *Attend in-service, residential staff meetings, communication meetings with supervisor and conferences as scheduled to keep abreast of state of the art techniques and innovations in the field.

- [.05] *Be involved in monthly house meetings with all individuals served. Maintain documentation of these meetings.
- [.05] *Participate as part of the on-call roster to assure proper staff coverage for residential and Supported Living programs.
- The Residential Specialist may also be assigned other duties by the Program Director or Program Coordinator.

*Essential Functions

SUPERVISION RECEIVED

- House Manager, Program Director

SUPERVISION GIVEN

- None

RESULTS OF AN ERROR IN ACTION OR DECISION

- Individuals served health and safety may be put at risk. Interruption of individual served programming, non-compliance with regulatory agencies, ineffective operation of the group home and possible disciplinary action.

POSSIBLE CONTACTS FOR THE CORPORATION

- Employee will meet with families of current residents. May meet with potential individual served, families, etc. and conduct tours of home.

HAZARDS AND RISKS OF POSITION

- Due to the nature of the position, complete confidentiality is required. Breach of confidentiality may lead to immediate dismissal.
- Extensive hours in the event of ill individual(s) served or staff. Must assure group home is properly staffed at all times.
- Employee may perform tasks that put themselves at risk of exposure to blood-borne pathogens and infectious materials.
- Depending on the demands of the corporation, work hours can be in excess of 40 hours per week.
- Implement crisis intervention techniques when dealing with individuals served that are upset.
- Transferring of individuals served which may include heavy lifting and bending, pushing, pulling, stooping. Constantly on feet and in motion.

EQUIPMENT USED

- Calculator, household appliances, small hand tools, vehicles, medical devices, computer.

MINIMUM EDUCATION AND PREFERRED EXPERIENCE

- High School Diploma or G.E.D.

CERTIFICATES, LICENSES OR TRAINING REQUIRED

- Valid Driver's License with zero capital and less than 3 moving violations (prior to employment)
- Insurability through the Corporation's auto insurance. Must obtain a CDL.
- Must pass pre-employment, random, and post-accident drug testing required.
- Must pass background checks including but not limited to: K.B.I., Child Abuse and Neglect Central Registry, Adult Abuse and Neglect Central Registry and Health Occupations Credentialing.
- In-services as required by supervisor.
- Must pass pre-employment and bi-annual Department of Transportation Commercial Driver Fitness Determination Examination.
- Must pass pre-employment physical capacity testing by meeting the Level 3-Medium Strength Requirement Classification Criteria (published by U.S. Department of Labor) plus be able to exhibit ability to lift 100lbs on occasion. Level 3 - Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10lbs of force constantly to move objects.
- Must attend and pass CPR, First Aid, Mandt, and Medication Administration training.

THESE QUALIFICATIONS AND RESPONSIBILITIES MAY BE CHANGED AT ANY TIME TO SUPPORT AND ENHANCE THE CORPORATIONS SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

COMPETENCIES

- Able to speak and write English;
- Regular and predictable attendance is essential to the performance of duties;
- Knowledge of persons with disabilities;
- Initiative;
- Ability to accept direction;
- Cooperativeness;
- Team player.

I have read the position description and understand the duties contained herein.

Signature of Employee

Date

Signature of Witness

Date

