

**RESIDENTIAL ASSISTANT**

VARC, Inc.

Reports to: Residential Supervisor  
CBRF Coordinator (VH)

Department: Rehabilitation

Classification: Non-Exempt

Division: Corporate

Date: January 5, 2009

Approved: **JOB SUMMARY:**

Directed and supervised by the Residential Supervisor or CBRF Coordinator (VH), the Residential Assistant will be responsible for activities within the residential facility. He/she will subscribe to the principle of "normalization" attempting to create as normal an environment as possible.

**ESSENTIAL FUNCTIONS:**

1. Assist Clients with money management:
  - a. Open checking and/or savings accounts for Clients with Supervisor's approval.
  - b. Help Clients to budget money for long-term or short-term spending.
  - c. Assist Clients in learning monetary values and equivalents.
  - d. Provide reasonable supervision in client's personal expenditures.
  - e. Provide opportunities for shopping excursions where Clients can practice making correct change and learning equivalents.
  - f. Maintain checking accounts.
  - g. Assist clients with payment of bills.
2. Teach personal hygiene.
3. Set standards of cleanliness, grooming and hygiene skills.
4. Guide Clients in choosing appropriate and matching clothing.
5. Teach etiquette and appropriate social interaction.
  - a. Develop common courtesy and consideration of others.
  - b. Develop appropriate social skills (e.g., correct manner of meeting others, making introductions, conversing, apologizing, etc.).
  - c. Help Clients establish appropriate relationships with police, neighbors, and other community figures.
  - d. Teach appropriate use of telephone (answering correctly, taking messages, etc.)
6. Teach methods of food preparation.
  - a. Provide opportunities for helping in shopping for food, meal planning, meal preparation, serving and clean-up after meals.
  - b. Hold discussions about nutrition, diet and healthful eating habits.
  - c. Teach proper and appetizing ways of cooking food.
  - d. Teach safety precautions and proper use of utensils and appliances in kitchen.
7. Teach housekeeping skills.
  - a. Teach home management skills such as laundry, ironing, dish washing, oven and refrigerator cleaning, dusting, vacuuming, sweeping, trash disposal, bed making, bathroom cleaning, etc.
8. Provide assistant in health care.
  - a. Assist Clients in making doctor appointments, provide transportation as needed, and implement follow-up instructions.
  - b. Assist Clients filling prescriptions and taking medication regularly.
  - c. Teach Clients about simple first aid.

9. Develop independent living skills.
  - a. Assist Clients in getting off to work on time.
  - b. Teach Clients to remember their address, phone number and other pertinent information.
  - c. Assist Clients in using shopping facilities, recreational centers, and banks as independently as possible.
10. Develop appropriate emergency response.
  - a. Teach Clients proper response in the event of a fire, health emergency, or weather emergency.
  - b. Post fire evacuation routes and hold fire drills. Provide Clients training for weather evacuation procedures and weather precautions.
  - c. Post emergency phone numbers and train Clients in knowing when and how to use them.
11. Establish rules of house.
  - a. Democratically establish rules of house pertaining to smoking, chores, choice of television programs, alcohol, curfew, etc. All rules of house, including all changes, must receive the approval of the Residential Services Coordinator before implementation.
12. Provide opportunities for attending church services.
  - a. Assist Clients in locating and attending religious facilities of their choice.
13. Maintain a system of record keeping.
  - a. Provide monthly progress reports on each client enrolled in the home.
  - b. Maintain detailed records of all home and client expenditures.
  - c. Maintain behavior management checklist each day and record data, as necessary.
  - d. Document all pertinent information to each client's health care, behavior upsets and resulting measures taken, help sought, etc.
14. Involvement in Client's work-related areas.
  - a. Assist Clients in vocational adjustments by providing discussion sessions and activities relating to acquisition and maintenance of desirable work habits.
  - b. Make periodic visitations to each Client's work services or day services in order to coordinate
  - c. Client's programs and determine what skills can be worked on in the home that will improve the Client's performance on the job.
15. Attend professional meetings, staffings, training sessions and residential service meetings.
  - a. Cooperate with supervisor in developing appropriate behavior management programs for client's when needed and regularly evaluating Client's progress in their home.
  - b. Attend staffings and conferences at workshop or as scheduled.
  - c. Attend all in-service meetings scheduled by Residential Services Coordinator in order to continue growing in understanding of the area of developmental disabilities.
16. Provide guidance and supervision to Clients regarding their choice of leisure activities.
17. Assist Clients in developing in home, recreational and leisure pursuits.
18. Provide transportation to recreational and leisure activities as needed.
19. Locate suitable community facilities and programs that will meet the varying needs of each individual Client's level of development and interest.
20. Supervise individuals and/or groups in community recreational experiences.
21. Provide guidance to Clients regarding appropriate ways of interacting in public.
22. Provide opportunities for varied recreational experiences such as bowling, movies, picnics, shopping trips, swimming, sports activities, socials, etc.
23. Supervise and perform whatsoever duties are necessary in the area of house maintenance
  - a. And yard/grounds maintenance (when applicable.)
24. Provide learning experiences to Clients in the everyday care and upkeep of living facilities.

- 25. Perform or have performed whatever is needed to insure safety of house and grounds.
- 26. Accepts other duties as assigned by Residential Services Coordinator.

**QUALIFICATIONS:**

High school diploma. Prior experience with individuals with varying abilities preferred, but not required. Must possess the ability and willingness to acquire a working knowledge and understanding of this population as well as special training techniques. Must possess a valid driver's license, dependable transportation and auto insurance. Employment authorization contingent upon the result of a criminal record check. Should have mobility and proper lifting techniques training.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

**I have read my job description and understand it:**

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Employee Signature Date

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Supervisor Signature Date