

Reports to: Residential Coordinator

Department: Rehabilitation

Classification: Non-Exempt

Date: October 2, 2017

Approved: 

Job Summary

Directed and supervised by the Residential Coordinator, 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. Assists clients with money management:
 - a. Opens checking and/or savings accounts for clients with supervisor's approval.
 - b. Helps clients to budget money for long-term or short-term spending.
 - c. Assists clients in learning monetary values and equivalents.
 - d. Provides reasonable supervision in client's personal expenditures.
 - e. Provides opportunities for shopping excursions where clients can practice making correct change and learning equivalents.
 - f. Maintains checking accounts.
 - g. Assists clients with payment of bills.
2. Teaches personal hygiene.
3. Sets standards of cleanliness, grooming and hygiene skills.
4. Guides clients in choosing appropriate and matching clothing.
5. Teaches etiquette and appropriate social interaction.
 - a. Develops common courtesies and consideration of others.
 - b. Develops appropriate social skills (e.g., correct manner of meeting others, making introductions, conversing, apologizing, etc.).
 - c. Helps clients establish appropriate relationships with police, neighbors, and other community figures.
 - d. Teaches appropriate use of telephone (answering correctly, taking messages, etc.).
6. Teaches methods of food preparation.
 - a. Provides opportunities for helping in shopping for food, meal planning, meal preparation, serving and clean-up after meals.
 - b. Holds discussions about nutrition, diet and healthful cooking habits.
 - c. Teaches proper and appetizing ways of cooking food.
 - d. Teaches safety precautions and proper use of utensils and appliances in kitchen.
7. Teaches housekeeping skills.
 - a. Teaches home management skills such as laundry, ironing, dish washing, oven and refrigerator cleaning, dusting, vacuuming, sweeping, trash disposal, bed making, bathroom cleaning, etc.
8. Provides assistance in health care.
 - a. Assists clients in making doctor appointments, provide transportation as needed, and implement follow-up instructions.
 - b. Assists clients filling prescriptions and taking medication regularly.
 - c. Teaches clients about simple first aid.
9. Develops independent living skills.
 - a. Assists clients in getting off to work on time.
 - b. Teaches clients to remember their address, phone number and other pertinent information.
 - c. Assists clients in using shopping facilities, recreational centers, and banks as independently as possible.
10. Develops appropriate emergency response.
 - a. Teaches clients proper response in the event of a fire, health emergency, or weather emergency.
 - b. Posts fire evacuation routes and hold fire drills. Provide clients training for weather evacuation procedures and weather precautions.
 - c. Posts emergency phone numbers and train clients in knowing when and how to use them.
11. Establishes 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 Coordinator before implementation.

12. Provides opportunities for attending church services.
 - a. Assists clients in locating and attending religious facilities of their choice.
13. Maintains a system of record keeping.
 - a. Provides monthly progress reports on each client enrolled in the home.
 - b. Maintains detailed records of all home and client expenditures.
 - c. Maintains behavior management checklist each day and record data, as necessary.
 - d. Documents all pertinent information to each client's health care, behavior upsets and resulting measures taken, help sought, etc.
14. Maintains involvement in client's work-related areas.
 - a. Assists clients in vocational adjustments by providing discussion sessions and activities relating to acquisition and maintenance of desirable work habits.
 - b. Makes periodic visitations to each client's work services or day services in order to coordinate client's programs and determine what skills can be worked on in the home that will improve the client's performance on the job, as directed by supervisor.
15. Attends professional meetings, service reviews, training sessions and residential service meetings, as directed by supervisor.
 - a. Cooperates with supervisor in developing appropriate behavior management programs for client's when needed and regularly evaluating client's progress in their home.
 - b. Attends staffing's and conferences at workshop or as scheduled.
 - c. Attends all in-service meetings scheduled by Residential Coordinator in order to continue growing in understanding of the area of developmental disabilities.
16. Provides guidance and supervision to clients regarding their choice of leisure activities.
17. Assists clients in developing in home, recreational and leisure pursuits.
18. Provides transportation to recreational and leisure activities as needed.
19. Locates suitable community facilities and programs that will meet the varying needs of each individual's level of development and interest.
20. Supervises individuals and/or groups in community recreational experiences.
21. Performs or have performed whatever is needed to ensure safety of house and grounds.
22. Accepts other duties as assigned.

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 considered 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.

Employee Signature

Date

Supervisor Signature

Date