

RESIDENTIAL ASSISTANT

GENERAL DUTIES:

Provides supervision, support and personal assistance for up to residents, diagnosed with severe mental illness, living in an agency-managed residential treatment site.

SPECIFIC RESIDENT DUTIES:

1. Establishes a supportive relationship with each home resident.
2. Encourages individual residents in establishing and complying with routine care of their own personal space. Assists as necessary and monitors success.
3. Assists, models, teaches and supervises residents in the development of daily living skills such as: meal planning, shopping, food preparation, nutrition, clean-up, laundry, mending, personal grooming and hygiene.
4. Coordinates with other residential staff to encourage and support residents in implementing a rotating chore schedule for general household tasks.
5. Arranges social activities for residents, both within and outside of the home, and encourages their involvement.
6. Monitors resident psychiatric and physical health status and keeps the assigned Community Psychiatric Supportive Treatment (CPST) Social Worker/Counselor and/or the Director of Residential Services informed of any concerns, changes, or difficulties.
7. Assists residents with personal care on a limited basis, when required.
8. Oversees residents in the self-administration of medication reporting any problems or concerns to the Director of Residential Services or the resident's CPST Social Worker/Counselor.
9. Assists in maintaining the individual house files and necessary documentation for each resident.
10. When working day shifts, takes the lead in preparing menus, devising shopping lists, and completing grocery shopping, with assistance from the residents. Works with residents on meal planning, meal preparation and clean-up.

11. Assures necessary household cleaning items and supplies are maintained, completes purchase requests for household items when replacements are required and transmits requests to the Administrative Assistant.
12. When working during office hours, assures interoffice mail is transported between the group home and the main office; and that appropriate office supplies and forms are transported from the main office for staff use.
13. Uses an agency owned or leased vehicle, or the employee's personal vehicle when necessary, to provide transportation for residents, including shopping, social activities and medical appointments.
14. Assists the Director of Residential Services in assuring compliance with all health and safety standards required by state and local licensing regulations or national accrediting bodies.
15. Keeps the Director of Residential Services and/or the Vice President/Chief Operating Officer informed of any concerns regarding maintenance or repair needs of the home or its assigned vehicle.
16. Assures shift coverage at all times. Does not leave work site until next scheduled staff member has arrived and does not leave residents unattended. Reports any schedule difficulties to the Director of Residential Services.
17. Assists in maintaining the individual house files for each resident.
18. Completes necessary documentation of service and time use including the timely documentation of any unusual incidents occurring in the home, in accordance with Quality Assurance Committee standards and within the required time frames.
19. Attends and participates in unit meetings and supervisory sessions, as required and in other organization committees, quality improvement teams or task forces, as assigned.
20. Abides by the corporate policies and procedures with special attention to the Policy on Patient Rights, the Confidentiality Policy and the Counseling Center's Code of Ethics.
21. Completes other duties, as assigned, or as required for the efficient and effective operation of the organization.

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS:

1. Position requires exposure to individuals with serious psychiatric illnesses, including some who may have difficulty with memory, attention, emotional control or behavior.
2. Position may require evening, night or weekend work, depending on shift assignment.
3. Position requires a normal amount of bending, lifting, and stooping as required for home maintenance and resident assistance.
4. Position may require the ability to climb stairs and tolerate loud noises.

CLINICAL SUPERVISOR: None

ADMINISTRATIVE SUPERVISOR: Director of Residential Services

POSITION CLASSIFICATION: Residential Assistant

WORKER CREDENTIALS/CHARACTERISTICS:

1. Ability to relate effectively and emphatically to individuals with psychiatric disabilities
2. Patience in overseeing and teaching basic living skills
3. Mature and dependable, as evidenced by arriving for work on time and when scheduled
4. A commitment to quality care including timely and accurate documentation
5. Capacity for self-motivation, good judgment and the ability work effectively without on-site supervision
6. A valid driver's license, evidence of personal automobile insurance and of insurability by the organization's automobile liability carrier.

KEY PERFORMANCE INDICATORS:

1. Satisfactory, or better, scores on the annual performance evaluations
2. Timely and accurate completion of assigned tasks
3. Evidence of sincere efforts to provide good customer service