

COMMUNITY BASED SERVICES EMPLOYEE JOB DESCRIPTION

Position: Residential Specialist I
Department: Residential Services
Date Adopted: 09/17/2014

Reports to: Program Supervisor
FLSA Status: Non-Exempt

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POSITION SUMMARY:

The purpose of a Residential Specialist I (part-time employee) is to provide supports to individuals with intellectual disabilities, brain injuries, and mental illnesses within the community. Duties include, but are not limited to: providing transportation, supports to cook, clean, complete laundry, provide activity, medication delivery, monitor safety and health practices, money management, completion of necessary forms and reports, and performing additional tasks as assigned by the Program Supervisor.

ESSENTIAL JOB DUTIES:

1. Provide supports to individuals with disabilities within the Community according to the plan developed by the interdisciplinary team.
 - a. Monitor, support and/or provide assistance with home living skills including: cooking, cleaning, laundry, money management, shopping, community orientation and leisure activity.
 - b. Monitor, support and/or provide for the safety practices of the member including: reviewing the safety plans with the member at a minimum of quarterly, complete home safety checks as required and on-going monitoring of safety practices within the home setting.
 - c. Monitor, support and/or provide for the health practices of the member including: dietary, medications, illnesses, injuries, hygiene, physicals, dental and eye examines as required and/or necessary.
 - d. To complete all necessary forms and reports accurately and timely.
 - e. To communicate member needs to the Program Supervisor.
 - f. To attend monthly staff meetings and participate on team committees as assigned.
 - g. To coordinate supports provided with other community agencies when necessary.
 - h. To provide transportation to and from shopping, medical appointments, activities sponsored by Community Based Services using the agency vehicles. Use of personal vehicles authorized by only Program Supervisor or Director of SCL.
 - i. Coordination and collection of documentation as assigned by Program Supervisor.
 - j. Coordination of providing the supports for the daily/weekly member activities.
 - k. Be available to work a variety of shifts based on the needs of the member, which may include days, nights, and weekends.
 - l. Effectively and efficiently train new employees in all aspects of members' residential settings.
 - m. All other duties as requested by the Program Supervisor.

ENTRY REQUIREMENTS:

Experience working with individuals with intellectual disabilities, brain injuries, and mental illnesses preferred. To possess a valid driver's license and ability to obtain Class D3 license, a good driving record, and adequate vehicle insurance. Must not have a "founded" charge of dependent adult or child abuse. Must not have committed a felony. To refrain from the abuse of illegal substances or the misuse of alcohol. Must be at least 18 years of age. High school diploma or GED required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Experience in PC computing is required, with word processing/spreadsheets/computing preferred.
2. Ability to read and speak fluent English
3. Ability to assure records, reports and daily reporting requirements are completed.
4. Ability to communicate with people to convey or exchange information in a courteous, professional manner.
5. Ability to interact with and establish effective working relationships with assigned staff, coworkers, Program Supervisor, Director, other agencies and the public.

6. Ability to communicate accurately in writing and perform basic math.
7. Ability to drive to various locations assigned utilizing agency vehicle.
8. Ability to lift a minimum of 50 pounds.
9. Ability to organize, prioritize, schedule, and other projects to assure completion.
10. Ability to work independently and use initiative to achieve the goals and objectives of Bremer County, Community Based Services, and its members.
11. Able to maintain a professional relationship with staff, coworkers, members, and the public.

PHYSICAL REQUIREMENTS:

1. **Sitting:** Approximately 2 to 3 hours during an 8 hour day.
2. **Standing and Walking:** Approximately 1 to 3 hours/day depending on needs of the position.
3. **Driving:** Approximately 1 to 3 hours/day. Must be able to get a Class D, endorsement 3, driver's license.
4. **Lift, Carry, Push, Pull, Moderate Deviation of Wrist, Knee, Ankle, Shoulder:** Must be able to lift and carry objects of approximately 30 to 50 lbs.
5. **Climb/balance:** 1 hour/day. The ability to climb stairs is required.
6. **Stoop, Bend, Kneel, Crouch, Crawl:** 1 to 3 hours/day. May be required/as needed to perform this job.
7. **Reach, Handle, Finger, Feel:** 1 to 2 hours/day. Good manual dexterity is required to perform this job. The individual needs to write information on paper and enter information into a computer when needed. The individual needs to be able to sort and handle documents.
8. **Sight:** The ability to see and interpret information is a requirement of their job. Sight is used constantly. The position requires reading and/or recognizing information, discussing this information with others, translating and paraphrasing this information for others, and documenting this information.
9. **Talk, Hear:** The individual is required to communicate effectively with members other employees, supervisors, families, and other service professionals.
10. Potential exposure to blood and bodily fluids

WORK ENVIRONMENT

Works in a variety of environments including, but not limited to, offices, apartments, and recreational facilities. May experience numerous interruptions from telephone calls or people needing information and attention. Works independently to complete many tasks.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Bremer County and Community Based Services.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any job-related instructions and to perform any job-related duties requested by the Program Supervisor, Director of Finance or Director of SCL.
4. Community Based Services reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position of Residential Specialist I and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by Community Based Service's Director and Program Supervisor without notice, or by myself, with at least 2 weeks notice.

Date

Signature RS I

Date

Signature Program Supervisor