

TRI-VALLEY DEVELOPMENTAL SERVICES, INC.
Job Description

JOB TITLE: RESIDENTIAL SERVICES SPECIALIST

EXEMPT:	No	SHIFT: As Assigned
DIVISION:	OPERATIONS (EAST/WEST)	
SUPERVISOR:	Residential Services Coordinator	
PREPARED BY:	Lea Chickadonz	
APPROVED BY:	Tim Cunningham	DATE: 4/13/98; rev. 9/9/03; 5/3/09; 3/27/12; 9/17/17

SUMMARY: Assist and instruct on-site, adults with developmental disabilities in all aspects of community living/community inclusion.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Instruct, observe, monitor and assist individuals, at the level required to maintain a healthy and safe environment, in basic independent living skills. These skills include household tasks, meal planning, personal hygiene and use of common resources.

Counsels and evaluates individuals in the development of social/interpersonal skills.

Works cooperatively with all other staff in developing, maintaining knowledge of and carrying out each individual's person-centered plan.

Monitors and administers medications as prescribed and authorized by physicians.

Assist in financial matters, such as: management, cashing checks, and budgeting money. Provide choices of valued activities to and for the individual served and document time spent in such activities.

Escorts individuals on trips for shopping, recreation or to obtain medical, dental or social services.

Organizes recreation, social and leisure-time client activities when required.

Coordinates/provides transportation for clients to and from their residence when necessary.

Attend person-centered action plan meetings as required.

Keeps accurate and current mileage logs, and maintains safety and security of the site.

Must be available for emergency callback to all shifts when required.

Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Inc. to public.

Attends and participates in Agency Inservices and Staff meetings as required.

When supporting individuals with significant challenging behaviors, staff will also:

- Actively engage persons served in meaningful activities and training opportunities.
- Individualize services and supports to provide the maximum benefit possible to each person served.
- Attend person centered action plan meetings as required.
- Implement program to meet goals and objectives as stated on the Person Centered Action Plan (PCAP).
- Implement Behavior Management Plan as specified in the PCAP, record data and turn in as required.
- Implement individual and small group center based and community activities that are meaningful and educational in nature.
- Assist in developing community resources for training programs.
- Provide choices of valued activities to and for the individual served and document time spent in such activities.
- Instruct and support persons served in building personal, social and prevocational skills.
- Transport persons served to meet programmatic needs.

QUALIFICATION REQUIREMENTS:

High School Diploma or equivalent required. Six months of work experience with intellectually and developmentally disabled adults is preferred. Must obtain and maintain a valid Kansas driver's license, CPR and multi-media First Aid certificate, and Medication Administration Certification. Driving record must be acceptable to Tri-Valley's insurance carrier.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with persons with developmental disabilities, parents and guardians, co-workers, management personnel, and the public. Good professional judgment; honesty and integrity required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to evacuate individuals served in the event of an emergency and be able to intervene in the event of a physical conflict.

While performing the duties of this job, the employee is regularly required to use hands for fine and gross motor skills, talk and hear. The employee is required to stand, walk, sit and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and taste and smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment may vary depending on the specific activity applicable. Some activities may be conducted outside and/or in the home of the individual served. The noise level in the work environment can range from moderate to noisy.

Formal application, rating of education and experience; oral interviews and reference checks; job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between Tri-Valley Developmental Services (TVDS) and employee and is subject to change by TVDS as the needs of TVDS and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date