

Ability Connection (AC) Job Description

Job Title: HCS Residential Aide (RA)
Department: HCS Programs
Reports To: HCS Residential Care Manager (RCM)

SUMMARY

The RA is responsible for providing care, supervision and training for residents at the Group Homes. The RA is responsible for providing quality and safe direct care in order that clients can reach their greatest level of independence. The RA must possess a mature approach and a sympathetic/empathic attitude toward people with disabilities and the elderly. The RA must be able to read, write and carry out directions in a safe, effective and efficient manner. You will be evaluated on your Professional Behaviors during each evaluation period. The RA reports directly to the HCS RCM.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- 1) Demonstrates respect for clients and their rights. Protects the consumers' rights to privacy and personal property. Holds consumer's personal information confidential. Observes procedures for handling resident's money.
- 2) Implements the Individual Service Plan specific to each consumer and providing appropriate and safe techniques in assisting with activities of daily living and independent living tasks (i.e. dressing, grooming, toileting, feeding, etc.). Provides assistance in all needed areas.
- 3) Demonstrates knowledge and use of all learned information during the training videos during orientation.
- 4) Demonstrates safe transfer and ambulation techniques for each participant.
- 5) Participates in a proactive manner in IDT meetings.
- 6) Monitors medication and carries out other health related tasks after being trained by a licensed nurse.
- 7) Act as a positive role model by interacting with the residents in ways that promote a good self-concept independence and age appropriateness.
- 8) Performs other tasks as assigned including all recommendations from counseling and therapeutic services, such as, positioning, range of motion, etc.
- 9) Shops or completes errands for consumers as needed by the consumer, including but not limited to, community inclusion activities, etc., and assists in securing or providing transportation in accordance with state laws.
- 10) Assists with meal planning, preparation and eating and ensures adequate intake of nutrition and fluid intake.
- 11) Immediately reports changes in consumer's body functioning to the licensed nurse. Recognizes emergency situations and the appropriate action to take. In life threatening emergencies, notify 911 then page the licensed nurse.
- 12) Performs household duties as assigned to maintain a clean and healthy environment for consumers and staff, including but not limited to, mopping; dusting; vacuuming; laundry; spill clean-up; etc.
- 13) Assists the consumers with developing and implementing community inclusion activities, as well as, facilitating social interaction and positive behavior.
- 14) After each shift, detailed progress notes are completed on each consumer. Any important information will be verbally told to the oncoming shift and written in the logbook, i.e. medication changes, clients conditions, etc.

15) Once an assignment is accepted, a 48 hour notice is required to cancel your assignment or disciplinary action may follow (except in emergency situations).

16) Participation in scheduled department and All Staff Meetings. Participate in outside agency training as directed by the HCS RCM. All agency required training is current.

17) All other duties as assigned, including but not limited to, restocking supplies; assisting with all consumers when needed; supply and/or grocery inventory, etc.

SUPERVISORY RESPONSIBILITIES - NA

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED required. One year experience in providing care to persons with disabilities.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to complete progress notes on a daily basis. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization as needed.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Required: Current Driver's License, proof of auto liability insurance, TB test results, and CPR training. Must not possess a criminal record that would prohibit the employee from working with people with disabilities. Must pass a pre-employment drug screening.

PHYSICAL DEMANDS

Must have good health in order to maintain an acceptable attendance record as established by the agency. Must be able to assist with lifting objects or residents (a minimum of 50 pounds for a one person lift and 150 pounds for a two person lift) utilizing approved techniques. 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.

WORK ENVIRONMENT

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

1. In a scheduled shift (up to):
- a. sit 0 1 2 3 **(4)** 5 6 7 8 hours
 - b. stand 0 1 **(2)** 3 4 5 6 7 8 hours
 - c. walk 0 1 **(2)** 3 4 5 6 7 8 hours

2. Job requires:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. squatting/stooping		X		
b. bending		X		
c. kneeling/crouching		X		
d. reaching/grasping				X
e. twisting/turning			X	
f. crawling	X			
g. climbing	X			
h. repetitive motion			X	
i. exposure to change of temperature or humidity			X	
j. exposure to dust, fumes or gases		X		
k. being near moving equipment			X	
l. exposure to blood and body fluids				X

3. Job requires employee to lift/carry:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. 0-24 lbs			X	
b. 25-50 lbs			X	
c. 50+ lbs			X	

4. Job requires employee to push/pull:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. 0-24 lbs			X	
b. 25-50 lbs			X	
c. 50+ lbs			X	

I have reviewed this job description and understand it.

Employee _____ Date _____

HR Director _____ Date _____