

ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD
POSITION TITLE: Residential Assistant

JOB PURPOSE

Under general supervision of the Residential Director, coordinates and directs services ensuring quality residential habilitation, licensing, supervisor, and care of the Friends, in the Residential setting.

ESSENTIAL DUTIES

1. Coordinates and directs overall service delivery system for the residential setting.
2. Coordinates and follows up on training with In-service Training Department and provide training as necessary. All trainings should have a sign in sheet and agenda to ensure accuracy and quality.
3. Monitor individuals training and progress to ensure that active treatment is being provided by staff. Training definitions and guidelines as required in Residential Habilitation Standards.
4. Serves as on-call person for emergencies for residential facilities and provide coverage, if necessary.
5. Evaluate placement to ensure individuals are receiving adequate support in a healthy and safe environment. Placement evaluation is deemed necessary by risk assessment.
6. Visit each facility on a regular basis, monitoring for quality of facility, and services delivered.
7. Assists with residential support plans, assessments, and training needs of individuals required by Residential Habilitation Standards.
8. Assists Residential Director with monitorship of quarterly summary of progress notes to ensure active treatment is being met, per Residential Habilitation Standards.
9. Assists Residential Director with monitoring schedules, overtime, residential support plans, assessments, HRCs, PDRs, and that they were completed in a timely manner.
10. Must have a working knowledge of residential licensing, and habilitation standards.
11. Must have a working knowledge of individuals, their families, and act as a neutral liaison, advocating for each person served.
12. With assistance of supervisor, and administration, will quality assess each facility, at a minimum, on a quarterly basis.
13. Ensure that all trainings, teachings, memorandums are communicated at all levels: Direct Support, Supervisor, and Administration. .
14. Be able to step in as an ARD/Coordinator, supervisor, or direct support, in the event of a vacancy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Bachelor degree from accredited college of university/ or 2 Years + Experience in dealing with individuals with Intellectual Disabilities

Valid SC drivers license with good driving record.

Ability to work well with others.

Ability to coordinate resources internally and externally to meet needs of Residential Program.

Ability to express ideas clearly and concisely.
Creative and innovative skills, initiative, motivation, and organizational skills.
Ability to work flexible hours.

Physical abilities required include: climbing, balancing, repetitive motion, stooping, bending, standing, walking, running, lifting, grasping, hearing, visual acuity, speaking, writing, pushing, pulling, crouching, crawling, reading, kneeling, reaching, turning, noise tolerance, tolerance and subjection to extreme temperatures, infection. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and board regulation.

COMPENSATION

Salaried position, exempt from overtime.

SUPERVISORY RELATIONSHIP

Reports To: Residential Director

Employee Signature

Date

Human Resource Signature

Date