

JOB DESCRIPTION

Title: Residential Service Provider

Position Summary:

Provides individualized quality care to consumers with disabilities in an environment which promotes their rights, dignity, and freedom of choice; implements programs and services as specified in the consumer's individualized service plan; completes accurately all reports, data collection and other information documenting the care and services provided in keeping with licensing regulations and SMASE policies.

Duties and Responsibilities:

- Provides individualized attention, which encourages each consumer's ability to maintain or attain the highest practical physical, mental and psychosocial well-being.
- Knowledgeable of the individualized service plan for consumers with disabilities and provide support to the consumer according to the service plan. Contribute to the service planning process by providing the service and care planning staff with specific information and observations of the consumers' needs and preferences.
- Attends to the individual needs of consumers which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, prosthetic appliances, transferring, ambulation, range of motion, positioning, communication, or other needs in keeping with the individual's care requirements.
- Maintains the comfort, privacy, and dignity of each consumer in the delivery of services to them. Interact with consumers in a manner that displays warmth and promotes a loving, caring environment.
- Fully understands all aspects of consumers' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting incidents or evidence of consumer abuse neglect, or violation of consumers' rights.
- Assists in maintaining a safe, neat, and clean environment; report environmental deficiencies to the maintenance department, such as equipment repair.
- Protects the personal belongings of each consumer, such as eyeglasses, dentures, hearing aids, furnishings, jewelry, cash, clothing, memorabilia, computers, electronic equipment. Promptly reports missing items according to established policy and actively participate in efforts to locate missing items.
- Observes consumers for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel and/or day staff.
- Administers medication and performs treatments according to established policy and procedures. Provides care that maintains each consumer's skin integrity to prevent damage by changing incontinent consumers, sunburn, repositioning immobile consumers, and applying moisturizers to fragile skin.
- Performs various tasks assigned by the school nurse including checking of vital signs, consumer's weights, collecting specimens, etc.
- Assists with orienting consumers and their families to the home upon admission and when transfers occur.

- Communicates and interacts effectively and tactfully with the consumer, visitors, families, peers, supervisors, and staff.
- Lifts, moves, and transports consumers, using proper body mechanics or lifting devices for accident and injury prevention.
- Initiates resuscitation efforts.
- Assists consumers for appointments, activities, church services, etc. Participates in activities and functions as directed or as needed by consumer.
- Practices careful, efficient, and no-wasteful use of supplies.
- Completes all records documenting care provided or other information in keeping with SMASE policies.
- Performs all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, use of disposable gloves where indicated, and proper disposal of soiled materials.
- Supports an atmosphere, which promotes a home-like environment.

Other Duties

- Assists immediate supervisor with various administrative tasks to support house/department operations as directed (i.e., attendance, shopping/supply lists); may be assigned special projects.
- Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon the individual circumstances.
- Meets ongoing requirements to maintain current CPR and First-Aid certification; and all other annual regulatory training and in-service training requirements, including fingerprint clearance.

Job Location and Work Schedules:

- As assigned by Residential Supervisor.

Qualifications:

- A high school diploma or GED certificate required.
- Selection for this position requires a copy of the high school diploma or GED certificate as verification of completion.
- Must be at least 18 years of age at the time of hire.
- Must obtain a fingerprint clearance from the Arizona Department of Public Safety following SMASE fingerprint submission policy and procedure.
- Knowledge of and experience in providing services to consumers with disabilities and their families.
- Ability to write and finalize reports and maintain consumer data including goals and objectives data sheets.
- Must successfully demonstrate course work in CPR, First-Aid, Article IX, CIT I/II and medication administration and ability to complete course within 90 days of employment.
 - Must be able to proficiently read, write and understand the English language.
- Must be able to proficiently perform domestic skills, including laundry, cooking and housekeeping.
- Ability to speak and understand the Navajo language preferred.
- Ability to understand and follow specific instructions.

- Ability to bend, stoop, sit, stand, reach and lift item weighing 30 pounds or less repeatedly over an eight-hour shift.
- Ability to lift, position, and transfer consumers, weighing 50 lbs. or more, from a sitting position to a standing position, and vice versa.
- Ability to initiate resuscitation efforts.
- Ability to communicate effectively with consumers, parents, families, and staff.
- Ability to foster a cooperative work environment.
- Ability to establish and maintain record keeping systems.
- Ability to drive a school vehicle as needed.
- Ability to get finger print clearance.
- Must have a valid AZ or NM driver's license and a clean driving record.
- Must maintain confidentiality of consumer.

Physical Demands/Working Conditions:

- Regularly and frequently required to perform physical activity including walking, standing, sitting, reaching, carrying, lifting, bending, twisting, stooping, kneeling; and will assist with lifting, moving and transferring consumers from wheelchairs, shower chairs, toilets, beds, chairs, etc., to a variety of locations within the home and community. Will occasionally be required to lift up to 51 pounds.
- May be exposed to virus and/or infection.
- Will be required to work at any group home location and be responsible for own transportation.
- May have work schedule changed based on operational needs, with appropriate notice.