



<b>Job Title:</b>	IDD Residential Specialist		
		<b>Reports To:</b>	IDD Residential Coordinator
<b>Location:</b>		<b>Travel Required:</b>	Yes
<b>Position Type:</b>	Full-Time		
<b>Contacts</b>	Christal Henderson	<b>Number</b>	
<b>Job Description:</b> Assist with all daily living activities – group and individual activities, supervise daily living skills (grooming, personal hygiene, client safety awareness, client involvement in household duties), follow Plan of Care including Behavior Management Plan.			
<b>Applications Accepted By:</b>			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		<b>Email:</b> chenderson@comprehendinc.org	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Completion of Household Duties – i.e., cleaning, meal preparation, laundry, grocery shopping, etc.</li> <li>• Completion of paperwork and other necessary documentation (such as medication logs).</li> <li>• Appropriate communication among residential staff and other agency staff.</li> <li>• Medications – assure that clients receive the appropriate medical services, i.e. obtaining medications (fill prescriptions), schedule physician appointments, and give medication, documentation of these services.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School Graduate or GED.</li> <li>• Extensive on-the-job training.</li> <li>• Capable of On-line Computer training</li> </ul>			
<b>Physical Requirements</b>			
<ul style="list-style-type: none"> <li>• Capability of lifting and positioning clients when necessary.</li> </ul>			
<b>Special Requirements</b>			
<ul style="list-style-type: none"> <li>• Valid driver’s license</li> <li>• Ability to work flexible schedule, including weekends, evenings, and over nights</li> <li>• Dependable onsite transportation</li> </ul>			
<b>Reviewed By:</b>	VP Of IDD Services	<b>Date:</b>	02/3/2023
<b>Approved By:</b>	Human Resources	<b>Date:</b>	02/3/2023
<b>Employee Signature:</b>			
<b>Last Updated By:</b>	02/3/2023		