

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510
www.watchresources.org

JOB DESCRIPTION

Position Title: Residential Assistant II **Classification:** Full-Time/Part-Time, non-exempt

Reports to: Administrator, Executive Director **Grade:** 1

Supervises: None

Purpose:

To serve the needs of adult residents with intellectual disabilities; provide personal care, basic skills training and community access for residents; perform homemaking duties as necessary to provide a safe, home-like environment for residents. Perform necessary administrative duties and paperwork. Handle purchases and maintenance of home.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES Including but not limited to the following.

1. Instruct and assist residents in essential living skills, communication and social skills in the home environment. With Program Director and/or Assistant Director and residential staff develop new techniques of instruction and resources based on individual resident needs.
2. Assist residents with personal hygiene as necessary on an individual basis.
3. Administer resident medications as prescribed and chart according to residential policy. Maintain medications in a locked storage area.
4. Attend to the slightest visual and auditory signals regarding resident's health and well-being.
5. Responsible for maintaining resident's daily charting, progress notes, quarterly and annual summaries as assigned.
6. Assist residents in making medical and dental appointments. Escort residents to medical and dental appointments and assist with communication between resident and medical provider. Assist residents in carrying out medical recommendations.
7. Assist residents with development of Individual Service Plan goals (ISP's) and Individual Program Plan goals (IPP's).

WATCH RESOURCES, INC.

8. With ID Team develop behavioral plans as needed; implement, monitor and document plan progress.
9. Responsible for household tasks as assigned. Household tasks may include: shopping for food and household supplies; house cleaning to include vacuuming, dusting and use of disinfectant type cleansers; laundry; meal preparation as per posted menu; serving and cleaning up after meals; yard work; and care of indoor and outdoor plants.
10. Escort residents to social /recreational activities in the community; provide training in community access and adapting to integrated settings.
11. Assist residents with shopping for clothing and personal items. Maintain residents clothing to include mending as necessary.
12. Meet with parents, Client Service Coordinator (CSC), program staff and others, on or off site, to discuss resident progress, concerns and review of their Individual Service Plan (ISP) and Individual Program Plan (IPP).
13. Attend resident meetings, residential facility and agency staff meetings, educational seminars, and other job-related meetings as requested.
14. Using an agency or personal vehicle transport residents as required to successfully completing assigned job duties.
15. Perform other duties and responsibilities as may be required for successful job performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

A. Education and/or Experience:

1. High School diploma or equivalent required.
2. One year work experience required.
3. Direct service to intellectually disabled persons in a residential setting preferred.

B. Working Knowledge of:

WATCH RESOURCES, INC.

1. Disabilities and related characteristics of individuals served by the agency, to deal positively and creatively with intellectually disabled adults preferred.
2. Effective interpersonal communication skills.

C. Language Skills:

1. Ability to communicate verbally and in writing.
2. Good writing skills.
3. Basic computer skills or the ability to learn the necessary computer skills.
4. Ability to use and understand the language known by the residents of the home.

D. Reasoning Abilities:

1. Follow written and verbal directions.
2. Adhere to instructional and behavior plans.
3. Ability to establish and maintain professional, cooperative relationships with residents, resident families, agencies, fellow employees and general public.
4. Report incidents of real or alleged harm, abuse, or behavior changes as required by law and WATCH policy.

E. Certificates, Licenses, Registrations:

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record determined by a Department of Motor Vehicles record. Must be able to qualify for WATCH Resources, Inc. auto insurance coverage.
2. Health screening including a drug and alcohol screening and TB test performed by a WATCH Resources, Inc. designated physician verifying ability to complete the essential functions of the job and confirming the absence of contagious disease.
3. Department of Justice criminal record clearance.

WATCH RESOURCES, INC.

4. Possession of or the ability to acquire a Red Cross First Aid and CPR Certificate.
5. Must obtain and maintain the Direct Support Professional certification as required by Valley Mountain Regional Center.

SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below 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 an individual with disabilities to perform the essential functions.

Constantly (over 66%) walking

Frequently (34-66%) standing, bending over, pushing/pulling, lifting/carrying less than 10 lbs., subjecting skin/hands to water and repetitive hand use.

Occasionally (1%-33%) sitting, reaching overhead, balancing, lifting/carrying 20-50 lbs., exposed to chemicals, utilizing foot controls and firm grasping required..

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Blood/Body Fluids,

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings as well as transport consumers.
- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone
- Personal Protective Equipment (PPE)
 - i. Safety Equipment - *ear plugs, goggles, etc*

Regarding Use of Senses: Hearing Impairment Acceptable, Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

Work Environment: The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

WATCH RESOURCES, INC.

- 1) Goldstrike Home: Nine bedrooms, five and one-half bathrooms, and large living room with adjoining activity room. Central heating and air conditioning system, handicap accessible, noise level moderate to high, lighting provided by artificial means and windows;
- 2) Staff required to be on duty over night will use a bed located in the room also used as the staff office, restroom facilities in the home are shared;
- 3) Out-of-doors: Patio and backyard area of residence; community outings include restaurants, parks, locally sponsored activities; escorting residents to and from medical and dental appointments. In and out of car or van, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus.

I have read and understand and am able to perform the functions of the job of Residential Assistant II as outlined above. I have received a copy of this Job Description.

By signing this job description I understand when I am scheduled for a 24 hour shift I am agreeing to exclude regularly scheduled uninterrupted sleep time of 8 hours per 24 hour shift from actual time worked. I understand I will not be paid for sleep time. If I must respond to a resident during this time I will report it to my supervisor before the end of my shift.

Employee

Date