



Residential Care Associate

Job Code: RCA - 104
Revision Date: Dec 21, 2018

Salary Range:
\$11.31 - \$18.51 Hourly
\$904.80 - \$1,480.80 Biweekly
\$23,529.00 - \$38,491.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to educate and assist adult citizens diagnosed with Intellectual and Developmental Disabilities in the development of independent living skills. The Residential Care Associate completes timely daily observation notes, Fire Drill Reports, Independent Living Skills Assessments, Medication Evaluation and Serious Incident/Events Reports as required. The incumbent is also responsible for supervising self-administration of medications and assisting in meal preparation and other routine personal maintenance, as needed.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Demonstrates flexibility to work any shift to cover 24-hour operation at various locations as assigned in providing residential services that promote the safety and well-being of the residents.
- Submits fire drills reports when assigned or giving training within 24 hours of event/training.
- Submits Serious Incident/Event Reports and First Reports of Injury Reports, if needed, promptly within 24 hours to direct supervisor and other leadership as needed.
- Completes timely daily observation notes at the end of assigned shift, Fire Drill Reports, and Independent Living Skills Assessments.
- Ensures resident compliance with dietary orders, assists in meal preparations, and ensures that residents maintain cleanliness of house, providing assistance as needed.
- Assists with grocery shopping and storing perishables and non-perishables correctly to avoid spoilage.

- Maintains open communications with supervisory personnel, which includes immediately reporting barriers that interfere with delivery of residential services, actively participating in and fully cooperating with problem-solving attempts
- Assists with the training and orientation of new staff members.
- Maintains professional and ethical conduct in the workplace, including interacting with residents in a strengths-based therapeutic manner; complies with residents' individualized behavioral programs; adheres to Client Abuse & Neglect Policy and company dress code.
- Ensures safety and health of each consumer, takes vital signs, directly communicates health-related data to the nurse on-call and supervise self-administration of medication in compliance with physician orders.
- Transports residents to and from the day habilitation program, community-based outings, and appointments.
- Conducts a daily environmental inspection of the house premises.
- Reports and documents any house or vehicle maintenance needs to direct supervisor.
- Maintains an open line of communication with other Residential Care Attendants and direct supervisor in all aspects of the residents' care.
- Adheres to residents' individualized Specific Program Objectives (SPOs).
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by one (1) year of experience assisting mental health clients; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Prefers Certified Nursing Assistant.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.