Job Description- Residential Program Worker

Residential Program Worker
EOE/M/F/D/V

Department: Community Living
Reports to: Group Home Director and/or CLA Group Leader
FLSA Status: Non-Exempt

Job Summary
The Residential Program Worker (RPW) is responsible for providing assistance in daily living tasks, personal care and support, and ensuring the personal safety and welfare of physically disabled, medically and behaviorally challenged individuals in a residential setting while serving as an effective role model. Note: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, skills and physical requirements of this job. ***This is NOT a job offer.

Minimum Qualifications
Must be at least 18 years of age.
Must complete Residential Program Worker or equivalent training (will provide training).
Must be CPR/First Aid Certified (will train).
Must have experience working with individuals with mental and/or physical disabilities and a strong ability to effectively communicate with those individuals.
Must submit to a pre-employment, annual, random, and for cause drug screen.
Possession of a valid driver’s license and access to a private vehicle for day-to-day job performance due to running errands requiring occasional to frequent local travel.
In accordance with Federal and the state of Pennsylvania regulations governing facilities/agencies that offer care-dependent services, a facility/agency may not hire an applicant nor retain an employee required to submit a criminal history report if the criminal history report reveals a felony conviction under The Controlled Substance, Drug, Device and Cosmetic Act or a conviction under any of the Pennsylvania Crime Codes. In addition, any felony offense under Chapter 39, of the Crime Code (relating to theft & related offenses), or two or more misdemeanors under Chapter 39 will prohibit hiring of the applicant or retaining the employee. Agency requires a Criminal Background Check as well as a Child Abuse History Clearance.

Essential Functions
Includes the following; other duties may be assigned.
Provide instructions pertaining to acquisition of personal living skills requisite for independent community functions.
Provides training based on the Individual Support Plan (ISP); participates actively in the assement planning process; follows ISP as developed; conducts on-going evaluation of the individual progress.
Serves as goal manager and documents an individual’s achievement toward acquisition of developmental goals.
Provides a full range of personal care services, while involving the individual in completing daily living tasks and personal hygiene needs to the best of his/her ability, including but not limited to...
Transferring into and out of bed, wheelchair, and motor vehicle; lifting and turning consumers; occasional to moderate use of a Hoyer lift.
Personal care including: bathing, toileting, dressing, grooming, meal preparation, feeding and clean up; provides for nutritional needs and prepares meals to comply with doctor’s orders, as necessary.
Perform basic procedures such as applying and changing dressings; applies preparations and treatments such as liniment or alcohol rubs.
Housekeeping which includes: laundry, dusting, vacuuming, etc. making sure that an adequate supply of clean clothing and linen is available for the consumer and that soiled items are removed and cleaned; maintaining clean and sanitary conditions in the home at all times.
Mobility assistance that involves ambulation and travel outside the home, shopping, medical appointments, community integration, etc. which requires driving an omnibus to transport individuals and following the Agency vehicle policy.
Health maintenance according to an individual's needs; accurately administers medications to each individual as directed/trained; assess individual and provides assistance in addressing any health and safety concerns; arranges and attends medical and/or therapy appointments and follows through on professional recommendation.
Quickly reacts and takes the lead during emergency situations concerning consumers (i.e. falls, illnesses, fires, natural disasters, etc.); adheres to emergency preparedness and response procedures, ensuring the safety of the individuals; completes an incident or unusual incident report, notifies supervisor of the incident within 24 hours, and follows policy regarding reporting an emergency.
Complete accurate/concise/objective documentation; completes goal data sheets, seizure charts, behavioral charts; utilizes calendars for communication of concerns and comments; completes medication administration and health care charts.
Assists and promotes independence of the individual's in the use of their personal finances; documents purchases, obtains receipts and keeps inventory updated.
Observe and report any changes in circumstances that could have a detrimental effect on the safety of individuals (including the physical environment), any changes in condition or any complaints about care to the and/or Group Home Director and/or CLA Group Leader.
Responds to, reports, and documents unusual incidents in accordance with regulations and policy.
Understands and respects the rights of each individual, maintains confidentiality of each individual, encourages individuals to exercise their rights, enhances personal decision making, promotes self-esteem and ensures the protection of individuals from abuse and neglect.
Maintains communications in a professional manner with individual's family members, friends, and county supports coordinator and assists individuals in enhancing their relationship.
Performs all other duties as assigned by supervisor.
RPWs are required to carry out shift work which includes night and weekend work and adhere to a dual rotating schedule. Some positions may be full-time, part-time or casual.
Attends assigned/scheduled requested and mandatory educational and training programs; completes the minimum job related trainings annually; shares newly acquired information with fellow employees; attends and participates in staff meetings.
Maintains a neat and accurate record of work time; complete and submit weekly timesheets according to policy and procedure.
Takes an active role and serves on Agency committees, in work groups and meetings as assigned by the Supervisor.
Performs assignments in accordance with Agency’s safety and health program; reports safety and health hazards or violations of policies or procedures.
Uses, maintains, and safeguards equipment, supplies, financial resources, etc. in an appropriate manner and in the best interest of the Agency; reports needed equipment repairs.
Performs job assignments, with attention to and in compliance with the Local, Federal, State, Program and Agency mandated regulations mission, values, and ethics, with a positive attitude and in cooperation with others both inside and outside the Agency.
Adheres to the agency's policies and procedures.
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Must maintain a high level of dependability including attendance at work and punctuality.

Education
Must have a high school diploma or GED
Must have Certified Nurse Aide or equivalent training and/or experience.

Knowledge Skills and Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Skills in working with or providing services for individuals with disabilities and/or special needs, the chronically mentally ill population with a positive and respectful approach.
Must have the ability to maintain information regarding the individuals, other employees, and the Agency highly confidential and adhere to all HIPAA and Agency regulations.
Ability to work as part of a comprehensive service and health orientated team and to represent the Agency in the community.
Must be of high moral character and unconditionally trustworthy.
Must have patience; good communication skills; good judgment; math, reading and writing skills; and a commitment to confidentiality and to the rights of individuals.
Flexibility in days and hours available for scheduled work, including evenings, weekends, and holidays.
Ability to adhere to the professional code of ethics.
Knowledge of and ability to comply with the Federal, State and Agency Mandated Regulations.

Additional Responsibilities
May be responsible for providing field instruction for subordinates and peers of his or her respective professional discipline as opportunities permit.
May be required to drive own vehicle for pick-up of supplies for individuals.
Attends assigned and/or scheduled trainings.
Performs additional related duties as assigned by the Group Home Director and/or CLA Group Leader.

Physical Demands
The physical demands described here 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 individuals with disabilities to perform the essential functions. While performing the duties of this job:
The employee is constantly required to use hands to finger, handle, or feel and arms to reach.
The employee must constantly talk and hear.
The employee is constantly required to sit, walk, stand, bend, twist, stoop, kneel, crouch, or crawl.
The employee must constantly lift and/or move up to 75 pounds and be able to push a manual wheelchair.
The employee is constantly required to lift and/or move individuals of any weight, with assistance of a hoyer lift as needed or other protective equipment, and use all equipment effectively.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
The employee must be able to handle high stressful situations on a day to day basis.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

The employee is frequently exposed to wet and/or humid conditions and frequently exposed to outside weather conditions including poor driving/road conditions when traveling to consumer homes.

The employee may be exposed to waste and unclean conditions in a consumer’s home.

The work space in the work environment may be considered to be cramped quarters.

The noise level in the work environment is usually moderate.

The work hours of a Residential Program Worker will vary (i.e. weekdays, evenings, weekends, and holidays).