

POSITION DESCRIPTION

RESIDENTIAL FACILITATOR

Community Residences
Center for Adult Developmental Services
Region Ten Community Services Board

JOB TITLE: Residential Facilitator

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Residential Facilitator in a Region Ten residential program for adults with mental retardation. Programs involve folks with mild to moderate and severe to profound mental retardation. The Residential Facilitator must maintain safe conditions for the program participants or residents and provide specific training, supervision, and assistance services, documenting as directed.

The incumbent reports to the residential Program Manager or Director and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining action using a wide range of procedures but within the limits of standard practice. The Residential Facilitator is an employee of the Center for Adult Developmental Services and may be asked at any time by management to work at any given location as needed by various department programs. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Medicaid waiver regulations as well as established Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Ensures the health and safety of consumers and provides planned and emergency services as described:
 - a) counsels and manages behaviors by prevention or de-escalation of aggression or use of restraint as needed
 - b) conducts and supervises community integration with residents.
 - c) teaches targeted skills in house and in the community.
 - d) assists with self-administration of consumer medications.
 - e) assists, supervises, and or trains all consumers in personal care skills (i.e. toileting, showering/bathing, tooth brushing medications, menstrual care) as needed.
 - f) performs CPR/First Aid/Crisis intervention for medical or behavioral emergencies following training guidelines.
 - g) able to perform all direct care responsibilities working solo at any designated site.
2. *Records extensive data on individual performances across a wide range of educational and behavioral programs.
3. *Facilitation of consumers in homemaking and home care skills – informal and formal training through general upkeep, maintenance, meal preparation, cooking, laundry, shopping and grocery list preparation.
4. *Meetings – attends Team meeting to review resident care and facility operations.
5. *To attend training classes, seminars, and workshops as required by supervisor.
6. *Addresses behavior interventions using positive programming methods; adheres to agency policies and Human rights Guidelines. Staff interventions will include teaching alternative behaviors, using prevention or de-escalation strategies as outlined by the Region Ten Crisis Intervention and Behavior Management training. Physical restraints will be used as a last resort to protect the client or others from harm. Staff must use methods as outlined in the Region Ten Behavior Management/Crisis Intervention training class.
7. *Incumbent must have the energy, stamina, and mobility to meet the community integration/domestic skills and personal care needs of consumers. Able to physically assist individuals to evacuate from a building in the event of an emergency.
8. *Transports resident to planned services, or arrange and train transportations skills applicable. transportation duties require availability of personal car for business use.
9. *Acquires and maintains valid certification in First Aid, CPR, Medication administration, Behavior Management and Crisis intervention in order to ensure the safe and efficient operation of the program and/other residence and to comply with state and federal residential staffing requirements.
10. *Is considered an essential staff and if a scheduled staff is not able to report to work on-site staff may be required to stay at the site until relief staff can arrive and relieve them of their duties. Consumers who require 24-hour care may not be left unattended.
11. *Reads all in-house, agency, consumer, team, division information/communication
12. *May be required to work in other program locations during scheduled hours to meet needs of consumers and or families.
13. *Performs lifting procedures following specific trained guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the clients.
14. *Mandatory shifts as defined by program managers, team directors or senior director.
15. Displays professional behavior; works effectively with individuals and team; communicates professionally and with respect

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to confidentiality; maintains good interpersonal relationships; works with teammates to problem-solve; and executes service delivery with attention to safety and quality of care.

- 16. *Must be able to use a computer effectively to document consumer care in the electronic record; create word documents and communicate effectively in writing reports, emails and creating correspondence in concise and grammatically correct manner.
- 17. * Other job related duties as assigned by the program manager, director, senior director and/or other designated supervisor

QUALIFICATIONS:

To perform duties in this position the incumbent must have own car available for use each day. The vehicle must be in safe working order and have room for two passengers. To ensure the safe and efficient operation of the program and/or residence, a valid Virginia Driver's License plus an acceptable driving record as issued by the division of Motor Vehicles are required. For resident related use of a personal car a certificate of valid personal automobile insurance must be provided. Two years experience in a human service field is preferred.

The incumbent must be physically able to respond to behavioral and medical emergencies, able to perform simple restraints, go up and down stairs, ambulate quickly in home and community settings. The incumbent must be able to perform all duties including physically assisting individuals with wheelchair transfers, which will require lifting, and assistance with personal care/hygiene tasks. In addition, the incumbent needs to possess the following knowledge, skills and abilities.

Knowledge of: characteristics of mental retardation; autism; epilepsy; cerebral palsy; first aid; CPR; medication management; emergency procedures; counseling techniques with verbal and non-verbal persons; teaching techniques, prompting, breaking down information, chaining steps; documentation of different skills; procedures for preventing, diffusing and managing aggression; services available in Charlottesville for resources and back-up for emergencies; standard residential operating procedures.

Skills in: systematic implementation of a wide range of behavioral programs and instructional formats; counseling verbal and non-verbal persons; recognizing and responding to medical emergencies; supervising and organizing residents and household schedule when on a solo shift; written and oral communication of "PRN" information to other staff, and other shifts regarding resident needs; accurately describing and recording data and observations; skills in use of non-aversive techniques to manage behavior problems; facilitating community integration; personal computers and keyboarding; and accessing community resources.

Abilities to: make sound and safe decisions as regards behavior management, health needs, emergencies; perform work assignments under little or no direct supervision as the supervisor may be at a different location; analyze needs of non-verbal residents and respond appropriately; conduct domestic (daily living and self help skills training), community and recreational skills training programs following systems of least prompts, chaining, and a variety of reinforcement schedules; de-escalate and manage aggressive persons; and drive defensively. Ability to meet the physical demands of the job including lifting a consumer who needs assistance and use of assistive devices. Staff should be able to support consumers as needed so that consumers may attain mobility goals. Incumbent must have the energy, stamina, and mobility to meet the community integration /domestic skills training needs of consumers.

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION: Various Region Ten City and County Residential Program Sites.

POSITION ORGANIZATION CHART: Director, Residential ID or Program Manager, Residential
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 Residential Facilitator

SALARY: 8 \$25,197.10 annually
 \$2,099.76 monthly
 \$12.11 hourly

SCHEDULE: varies, flexible according to client and program needs
 A variety of shifts/hours are available - day, evening, overnight, and weekend