Residential Support Staff
JOB DESCRIPTION

Job Title:	Residential Support Staff	FLSA Status:	Non-Exempt
Reports to:	Home Supervisor	Approved By:	HR Director
Department:	Residential Services	Date Last Revised:	March 7, 2016

Position Summary:

Cares for people with disabilities in a residential environment including activities within the community.

Essential Functions: Include the following, other duties may be assigned

Advocates for those served on personal, family, and community levels.

Observes and documents changes in the physical and mental condition of those served.

Administers first aid and simple nursing procedures as needed.

Ensures the privacy and dignity of those served and reports any suspected abuse or neglect.

Transports people to and from community locations using an agency vehicle or personal vehicle as needed.

Administers programs to individuals and documents progress, as prescribed.

Assists in meal preparation, cleaning, small home repairs and light residential maintenance duties.

Provides hospitality to all visitors at the residence.

Explores opportunities for community participation possibilities for those served.

All employees will respond to health risks or any hazardous condition(s) and communicate using the agency hierarchy any potential health risk, hazardous or unsafe condition(s).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

That normally acquired in a high school diploma or GED.

Language Skills

Ability to document statistics and prepare correspondence, communicate effectively with a variety of groups and individuals. Ability to read, understand and carry out instruction, policies and the like.

Reasoning Ability

Ability to make decisions and reason through situations ensuring the welfare and safety of individuals served.

Certificates, Licenses, Registrations

Must possess a valid MI Driver's license.

Other Qualifications

Must have and maintain an acceptable driving record according to MOKA's current vehicle insurance carrier's criteria. Must possess good moral character as defined by the state of Michigan, and be at least 18 years of age.

Physical Demands

Exerting 50-120 pounds of force occasionally, (when lifting a person served in cooperation with at least one other employee), or in excess of 50 pounds of force frequently, or 10-20 pounds of force constantly to move objects or assist clients. Physical demand requirements are in excess of those for Medium work.

Work Environment

Are normally in an indoor residential setting, may include other indoor areas such as offices, stores, locations of social activities etc. May include exposure to outdoor atmospheric conditions experienced during home maintenance, transporting or outing activities.

Signature of Receipt

I have reviewed and received a copy of this document. I acknowledge that this job description, at MOKA's sole discretion, may be revised or modified at any time to meet the needs of the agency.

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Employee Name (please print)

_____ _____

Employee Signature Date