

RCS EMPOWERS, INC.

Date Established 03/31/09
Review Date 03/31/10

JOB DESCRIPTION: Resident Supervisor – PT (Status 2)

POSITION LEVEL: Para Professional

QUALIFICATIONS: High school diploma or equivalent with experience in providing care for developmentally disabled individuals. Nursing assistant background preferred. Medic First Aid/CPR certified or successful completion of certification program after hire. Fire suppression training or successful completion of training after hire.

REPORTING SUPERVISOR: Residential Services Coordinator

POSITIONS SUPERVISED None

PAY RANGE: \$9.64/hour - \$12.89/hour

GENERAL DUTIES:

The resident supervisor is responsible for resident supervision, training, and recreation.

*Denotes essential job function.

SPECIFIC DUTIES:

- * 1 Implement recommendations of Individual Program Plan for specific individuals and provide instruction when directed.
- * 2 Assist individuals with money management, paying bills, keeping a savings and checking account, and keeping accurate records of important personal and financial information.
- * 3 Assist individuals with shopping for food, clothes and household items.
- * 4 Assist individuals with planning and preparing well balanced meals.
- * 5 Assist individuals with personal and home care skills as needed.
- * 6 Assist individuals in any other daily living skills as needed.
- * 7 Monitor health care and accompany individuals to doctor appointments or other appointments as needed.

- * 8 Assist in emergency situations and evacuation of individuals in the apartment and relate concerns regarding the emergency to the Residential Coordinator.
- * 9 Provide coverage for other Resident Supervisors during vacations, illness, etc.
- 10 Assume other duties as directed by the Residential Services Coordinator.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

- 1 Skill in communicating in spoken conversation - adequate volume speech.
- 2 Skill in writing/reading.
- 3 Skill in mathematics.
- 4 Normal hearing required for conversation, telephone use, and emergency information systems.
- 5 Visual acuity, depth perception, and field of vision within normal range.
- 6 Must be independently mobile on all surfaces and situations.
- 7 Must be able to move safely about work area.
- 8 Must be ambulatory on all surfaces and situations.
- 9 Must be able to lift up to 10 lbs. an average of four times per day.
- 10 Must be able to stand at least four hours per day and sit at least one hour per day.
- 11 Must be able to carry up to 10 lbs. an average of four times per day.
- 12 Must be able to reach below shoulders.
- 13 Must be able to reach above shoulders.
- 14 Must have full active range of motion of all extremities.
- 15 Must be able to climb steps, ladder, and ramps frequently.
- 16 Must be able to bend/twist frequently.
- 17 Must be able to turn head 180 degrees frequently.
- 18 Must be able to taste/smell.
- 19 Must be authorized for coverage under agency insurance if operating agency vehicle, have good driving record, valid Wisconsin driver's license, and/or required level of personal auto insurance.

- 20 Must be able to perceive size, discrimination, temperature, shapes, and/or textures.
- 21 Must be able to physically transfer client from a wheelchair in a safe manner.
- 22 Must have the physical stamina to work at least 16 hours per day.
- 23 Must be able to tolerate heat and humidity.

EMOTIONAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

- 1 Must be able to change routine in a positive manner.
- 2 Must be able to follow through on assignments independently.
- 3 Must have good organizational skills.
- 4 Work output must be at a competitive level.
- 5 Must be able to solve problems as they arise.
- 6 Must have stable work behaviors on a daily basis.
- 7 Must have adequate individual coping skills.
- 8 Must be able to maintain good work attendance.
- 9 Must be able to participate in decision making.
- 10 Must be able to respond appropriately to emergency situations.
- 11 Must be able to exercise good judgment in an effort to maintain a safe work environment.

APPAREL:

Attire appropriate to the group home setting.

CONFIDENTIALITY STATEMENT:

I acknowledge the receipt of a copy of the Client Bill of Rights and understand that persons receiving services (participants) at RCS are protected under these rights. I further understand that I am **not** to discuss issues concerning RCS participants working at RCS as this information is confidential and cannot be released per state law.

I am also aware that violation of participants' rights, which includes breach of confidentiality, will result in my services no longer being needed by RCS and could result in criminal and civil liabilities.

I acknowledge the receipt of and agree to abide by the Code of Ethics policy.

Further, I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

Signature

Date

RCS - 03/09