

# SHENANDOAH VALLEY COMMUNITY RESIDENCES, INC.

## POSITION DESCRIPTION

Position Title: RESIDENTIAL SPECIALIST (Full-time, Part-time and Substitute)

### Statement of Supervision and Accountability

The RESIDENTIAL SPECIALIST is directly supervised by the Program Manager and through the Executive Director is ultimately accountable to the SVCR Board of Directors.

### Statement of Responsibilities

A. The RESIDENTIAL SPECIALIST assists each individual in achieving his/her maximum level of independence through development of adult basic living skills and ensures that individual's needs are met in Residential programs by:

1. Participating in, and implementing, the Individualized Services Plan (ISP) as developed by the individual's interdisciplinary team.
2. Providing support as indicated in each individual's ISP.
3. Participating in evaluations (including preliminary strengths and needs lists) as appropriate for program planning for the individual.
4. Providing input for behavioral intervention meetings.
5. Planning activity schedules according to each individual's ISP.
6. Scheduling medical and dental appointments for individuals as appropriate.
7. Assisting individuals in obtaining physician prescribed medications; supervising the administration of those medications; and keeping appropriate documentation of the medications taken.
8. Monitoring and supporting the individual's health, safety, and personal needs, including hygiene and grooming.
9. Supporting individuals in the selection of items of their choosing, purchasing and proper care of their items.
10. Facilitating and fostering integrative, normalizing, and socially valued experiences of their choosing, for each individual to include natural support within the community.
11. Providing individuals with a choice of recreational and leisure time activities of their preference.
12. Transporting individuals to community activities, appointments, and public transportation pickup locations.
13. Ensuring that well-balanced and nutritious meals are prepared, and menu plans are developed in advance for each week with individual choices.
14. Maximally involving individuals in all phases of ISP and behavioral planning.
15. Ensuring the confidentiality of records and Protected Health Information (PHI).
16. Facilitating weekly individual meetings and recording minutes.

B. The RESIDENTIAL SPECIALIST insures the ongoing daily operation of the residential and/or community engagement programs to which they are assigned and advances the mission of the agency by:

1. Adhering to the policies and procedures established by the SVCR Board of Directors and Administration.
2. Encouraging community education and awareness of people with intellectual

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- disabilities and residential programs.
3. Ensuring the human rights of individuals to include the rights defined by the Home & Community Based Services settings regulations.
  4. Keeping appropriate documentation of all household purchases; maintaining grocery accounts; and submitting requisitions for replenishment of household accounts.
  5. Maintaining a home-like environment consistent with the expectations of the *Home and Community Based Services* settings requirements.
  6. Conducting Fire and Tornado Drills according to agency policy and procedures.
  7. Ensuring the home is inspection-ready and reporting residential and vehicle maintenance needs in a timely manner.
  8. Purchase food and household items weekly or as needed and ensure the proper storage of each.
  9. Attending meetings and workshops as appropriate; pursues professional development and growth opportunities.
  10. Informing the Program/On-Call Manager of program issues and events.
  11. Establishing and maintaining appropriate relationships with staff, individuals, families, and other stakeholders working with the program.
  12. Fostering positive relationships and solutions-focused outcomes within the team and working collaboratively with the team.
  13. Carrying out additional duties and assuming additional responsibilities as assigned by the Program Manager, Residential Services Coordinator and the Executive Director.

### Minimum Qualifications

The position of RESIDENTIAL SPECIALIST requires a minimum age of 21 years; a valid driver's license and good driving record; evidence of and a capacity to work with people with intellectual disabilities; and a familiarity with the principles of household management. Two years' experience working with people with intellectual disabilities is preferred.

As a condition of employment, Shenandoah Valley Community Residences shall require any individual who accepts a position of employment to have a criminal record free from all crimes that are a barrier to employment. New employees are required to undergo pre-employment drug testing, fingerprinting and provide descriptive personal information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such an applicant. Every three years thereafter employees shall be screened by a search of the National Criminal and Sex Offender databases to confirm their eligibility for continued employment by SVCR.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_