



Job Description - 2015 Resident Teacher and Relief Staff

Job Summary

The primary responsibility of the Resident Teacher position is the care and personal development of each of the residents at the group homes. A Resident Teacher is a member of the Interdisciplinary Team (IDT) that evaluates, provides services for and monitors the progress of each resident at the group home. The Resident Teacher ensures that each resident learns, to the best of their ability, activities of daily living and as much a normalized life as possible.

Essential Duties and Responsibilities - *Other duties may be assigned as necessary.*

Customer Service-*Interpersonal Skills, Resident Rights, Organization, Follow Through*

Each Resident Teacher is expected to demonstrate minimum competence in problem solving, taking initiative, resident rights, quality, organization and teamwork.

- Attend and participate in interdisciplinary processes to provide service recommendations for resident(s)
- Communicates positively and effectively, and supports efforts of co-workers
- Initiates communication with appropriate personnel when help is needed
- Uses therapeutic relationships to provide consistent care and opportunities for residents to learn
- Provides continuous Active Treatment as defined by ICF/MR Regulations
- Completes duties as advocate for resident(s)
- Completes and refers to daily checklists and required documentation
- Provides positive and effective communication with day program, parents, consultant and any other vendors
- Prioritizes tasks, uses time efficiently and completes assigned tasks
- Accurately completes medication administration
- Provides consistent supervision of residents during all activities in home and community

Job Knowledge/Documentation - *Policy and Procedure, Job Duties*

Each Resident Teacher is expected to demonstrate minimum competence in reliability, job knowledge, policy and procedure and program implementation.

- Follow agency Policy and Procedure related to use of Paid Time Off, Attendance, Reporting of Allegation of Abuse and Neglect, Mandatory Trainings, Documentation and use of Time Clock
- Demonstrate understanding of On-Call system for back up and support
- Independently and consistently completes specific job duties
- Follows protocol for program documentation
- Provides a clean, neat and organized work environment and home
- Maintain certification in applicable trainings, including but not limited to CPR and First Aid, NCI, Medication Administration, Blood Bourne Pathogens, TB Skin Test and complete competency based training in areas identified by WNCGHAP.

Qualifications

High School Diploma and 2 years related experience, or college degree. Authorized Drivers must possess a valid NCDL.

Mandatory Reporting

I understand that I am mandated to immediately report any allegations for Abuse, Neglect and mistreatment. I understand that failure to report any allegation can lead to disciplinary action, up to termination.

Staff Name: _____ Signature: _____ Date: _____