

11/2016

JOB DESCRIPTION CO-RESIDENT

Nature of Work

Co-residents provide extended support to one or more adults with disabilities or mental illness who need 24-hour supervision. Support is provided in the consumer's homes to maximize their independence; staff have a separate room available to sleep in. Duties likely include assistance with personal care, meal preparation, daily routines, supported employment, general household management and assistance for the purpose of increasing participation in community activities.

Co-residents report to the Household Coordinator and/or CCS Service Array Supervisor. They may also report to the Employment Services Director, Mental Health Program Director and/or DD Director as assigned.

Co-Resident job duties may be combined with Personal Care Worker duties and/or Community Support Specialist duties, as determined by supervisors.

Qualifications

Minimum education – high school diploma, GED, or equivalent experience

Experience or interest in working with adults with disabilities and/or mental health issues

Must demonstrate an ability to communicate effectively with others

Ability to work effectively and in a professional manner with consumers and a variety of other stakeholders in the community

Must have a valid driver's license and personal vehicle with satisfactory insurance

Ability and willingness to stay at supported household, including overnights, for entire shift (1-3 days). A separate room is provided for staff to sleep in.

Hiring contingent upon clean background check and applicant being over 21

Desirable Knowledge and Abilities

Knowledge about the needs of persons with developmental disabilities. Knowledge about the needs of persons with severe and persistent mental illness. Demonstrated ability to work with people with disabilities or mental health issues. Ability to work independently in the community and in people's homes. Ability to effectively manage crisis situations. Ability to effectively communicate orally and in writing with co-workers, supervisors, guardians, and other involved agencies and individuals. Ability to meet deadlines for required documentation to support billing expectations. Ability to responsibly and ethically handle financial matters. Flexibility to work various non-standard hours.

Duties and Responsibilities

- ◆ Provide guidance to the individual during the hours at which he or she is at home, as well as community activities which may include employment support
- ◆ Monitor health concerns and report any problems to supervisor
- ◆ Monitor medications
- ◆ Light housework and chores including meal preparation, menu planning, shopping, laundry, and cleaning
- ◆ Monitor schedules so that the resident(s) will get to work on time and attend scheduled appointments
- ◆ Physical assistance (i.e. bathing, transfers)
- ◆ Assist, monitor, and train in all required skills while resident is at home, such as first aid and emergency preparedness
- ◆ Encourage participation and help organize leisure time and recreational activities
- ◆ Physical assistance required in assuring that housekeeping standards are met (ex. sweeping, mopping, vacuuming, shoveling, mowing)
- ◆ Role model in all areas of daily living, especially in social behavior and interpersonal relations
- ◆ When necessary, facilitate and oversee community activities such as shopping, banking, personal business, medical appointments, exercise, recreation, and participation in church or club activities
- ◆ Maintain required written records and submit them in a timely manner
- ◆ Maintain confidentiality of records according to state statutes
- ◆ Communicate regularly with supervisor regarding individuals served, progress toward goals, coordination of activities, and challenges faced by the consumer
- ◆ Work in cooperation with fellow staff to coordinate effective services
- ◆ Attend job-related meetings and trainings
- ◆ Be available to work non-routine hours, as needed
- ◆ Position may require qualification and training as a Personal Care Worker, as assigned
- ◆ Other duties as assigned