

## CARINGHouse Projects, Inc.

### JOB DESCRIPTION:

Program Assistant  
Program Assistant/Behavior Tech  
1:1 Program Assistant  
Personal Care Technician  
Special Needs Assistant

ACCOUNTABLE TO: Group Home Manager, CARINGHouse Projects; Assistant/Relief Manager

JOB SUMMARY: Under the direction of the manager carries out personal care, self-help and social training, recreation, cleanliness, and related programs designed to maintain the physical, mental, emotional health, and well being of residents assigned to the facility; does related work as required.

### QUALIFICATIONS:

- ◆ High school diploma, GED or equivalency and
- ◆ Minimum age requirement of 18 years.
- ◆ Possess a driver's license valid in the State of New Jersey for employee mobility as necessary to perform the essential duties of the position. Driving history/record must meet the conditions of CARING's motor vehicle insurance carrier.

### RESPONSIBILITIES:

- Assumes the responsibility for the physical, mental and emotional well-being of residents assigned to his/her care.
- Provides whatever assistance is required by residents to assure adequate standards of healthcare, medications administration, personal hygiene, proper nutrition, overall care, community involvement, participation in preferred activities, etc.
- Cares directly for residents as assigned. If employee is assigned to a specific resident who requires 1:1 supervision, employee ensures the safety and well-being of that resident while keeping that resident within line of sight and at arm's length at all times. If the staff member needs to leave the resident's side, the staff member will seek out another staff to stay with the resident until the staff member returns. The resident assigned 1:1 supervision will always have staff supervision within line of sight and at arm's length during the hours required.
- Employees working on shift with a resident who requires 1:1 supervision, must assist as requested or assigned in relieving or assisting other staff members who are assigned as the 1:1. When working with a resident who requires 1:1 supervision, the employee must keep that resident within line of sight and at arm's length at all times.
- Remains on duty until proper coverage for oncoming shift has arrived and is on duty. Failure to remain on shift until proper coverage arrives causes reportable staffing shortages and neglect of resident care.
- Keeps emergency exits and walkways free of obstacles, snow, ice, debris, etc.
- Takes the initiative in developing and carrying out our recreation program and suitable activities for the residents.
- Responsible for adherence to Federal, State and CARING's policies and procedures.
- Respond with reason and calm in an emergency. Sees that proper measures are taken at all times to eliminate actual and potential hazards to the safety of residents.
- Maintains order and discipline, handles minor behavior problems, and refers those of a more serious nature to a supervisory official.

- Calls 911 in the event of a life-threatening emergency.
- Receives visitors and escorts them in a courteous manner; responds to questions dealing with non-professional aspects of organization and refers visitors to appropriate staff members for response to inquiries of a professional nature.
- Maintains professionalism and is courteous at all times while on duty or on CARING property. Maintains appropriate conduct when dealing with neighbors or while on duty in the community.
- Prepares accurate information reports on program, activities and residents.
- Escorts/Transports residents to treatment facilities, day programs, church services, work, recreational activities/outings, and other locations as required.
- Maintains accurate records and files.
- Required to complete household maintenance and daily cleaning chores.
- Required to prepare meals for residents according to menus, resident choice and within doctor ordered guidelines.
- Under the direction of the GH Manager or LPN Manager, employee shall provide, assist or supervise residents in activities of daily living such as mobility, transferring, walking, grooming, bathing, dressing and undressing, eating and toileting.
- Administers Medications and Treatments according to N.J.A.C. 10:44A Regulations, Company policy and DDD Medications Training Module.
- Performs and/or provides and or provide assistance to residents in meals preparation and general household functions as directed by the Manager.
- Assists clients with the implementation of IHP team recommendations and goals, care and well being of the client. Completes IHP documentation, monthly reports, and daily training records as assigned, needed or requested.
- Documents resident progress, activity and other required occurrences on shift on the daily log. Properly documents critical information occurring on shift on the critical information section of the daily log.
- Communicates with house managers, CHP staff and CARING, Inc. staff regarding resident or related issues.
- Communicates appropriately with DHS and DDD staff as needed or requested.
- Communicates appropriately with other agencies (admitting agencies, day programs, etc.) as needed or requested.
- Reports complaints to Director/Deputy Director.
- Reports abuse, neglect, exploitation, policy, legal or regulatory violations to immediate supervisor, Deputy Director or Director. Submits written statements as required or requested.
- Completes other related duties as required or requested.
- Completes all duties within regulatory guidelines.
- Cooperates with the licensee and the Department of Human Services staff during any inspection or investigation.
- Must successfully complete all required CDS and DDD Pre-Service Trainings within 90 days of employment.
- Must successfully complete Crisis Management or related Behavioral Intervention training as approved by this agency.
- Must keep mandatory certification requirements (i.e. First Aid, C.P.R., TB testing, Medications Training Annual Review, etc.) current and up to date according to licensing standards.
- Must be fingerprinted every two years for DDD State and Federal Criminal Background check requirements.
- Must disclose to CHP Administration any criminal charges or convictions prior to or during employment; and also Motor Vehicle moving violations and suspensions during employment.

KNOWLEDGE AND ABILITIES:

- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
- Knowledge of the specific problems encountered in the non-professional care of persons living in residential homes.
- Knowledge of the techniques involved in training individuals with varying degrees of Developmental Disabilities and physical handicaps in areas of self-care and socially accepted behavior to the limits of the residents' potential.
- Knowledge of the physical, mental and emotional needs of developmentally disabled persons and the procedures and methods required to provide adequately for such needs.
- Knowledge of the varied housekeeping, safety and sanitation problems encountered in a home for developmentally disabled persons and of the procedures, methods and equipment required for their solutions.
- Ability to physically care for a resident, perform CPR and First Aid, and evacuate residents in the event of an emergency.
- Ability to safely lift residents or other heavy or bulky household items; pull; bend; and push items such as wheelchairs, movable furniture and equipment as needed while caring for, evacuating, transporting residents or performing other job duties.
- Ability to safely shovel or clear emergency exits and walkways of snow, obstacles or debris.
- Ability to organize assigned work, analyze problems and develop appropriate work methods.
- Ability to maintain housekeeping routines.
- Ability to resolve minor personnel problems.
- Ability to interpret the institution's rules and regulations.
- Ability to perform care prescribed for individual residents.
- Ability to prepare factual reports.
- Ability to work harmoniously with peers, associates, superiors and residents.
- Ability to handle emergency and potentially dangerous situations, to take the prescribed measures necessary for the health, welfare, custody, and safety of residents.
- Ability to maintain essential records and files.
- Ability to read, write, speak, understand or communicate English sufficiently to perform the duties of this position.

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Employee Signature

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Date

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Witness Signature

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Date