

POSTION TITLE:

RELIEF STAFF

MINIMUM

QUALIFICATIONS:

Must have a minimum of a high school diploma. Experience in the field of mental health or mental retardation is helpful. Must have a valid driver's license.

SUPERVISOR:

Program Director

SUMMARY:

The Relief Staff person works in conjunction with other staff members to implement the supports outlined in the Individual Support Plans for individuals with developmental disabilities. Work maybe performed in the Access Center and/or the community.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Implement programs and activities designed to meet the individualized needs of members
- Supervision of all individuals throughout the day to ensure their health and safety
- Maintain a safe, sanitary, and organized environment for individuals
- Assist in personal care/hygiene of individuals as needed
- Assist in developing materials necessary for implementation of I.S.P. objectives and to foster individual success
- Lifting and transferring of individuals when necessary
- Communicate with Program Director, Program Coordinator frequently to share information and resolve issues
- Meet with Program Director monthly for One-on-One Meetings
- Work with other staff to share ideas, seek assistance
- Expedient documentation of incidents and other necessary agency documentation
- Complete daily notes and data collection

ADDITIONAL RESPONSIBILITIES:

- Other duties as required by supervisor

The demands described below are representative of those actions and abilities utilize by the employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee on occasion may be asked to taste or smell. In an emergency situation, the employee may be asked to physically hold/restrain a person with aggressive and/or self-injurious behaviors. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Additionally, the employee occasionally will be required to push a wheelchair containing a person in excess of 100 pounds.

LANGUAGE SKILLS:

The employee must be able to read and understand documents such as policies and procedures, regulations, and operating instructions. Writing daily notes, incident reports, and correspondence is required. Must be able to utilize a total communication approach. The employee will be required to communicate effectively with members, staff, supervisor, and other involved parties.

REASONING AND EMOTIONAL ABILITIES:

The employee must be able to apply common sense in performing his/her duties. Must be able make modifications in routine and/or activities in order to meet the needs and safety of the members. Must be able to work in a busy and occasionally loud environment.

I have reviewed the job description for the position for which I am being considered and I am able to perform the essential functions for the job with or without a reasonable accommodation. (i.e., lifting, standing, sitting) YES NO

If 'NO', what accommodations are requested to perform essential functions of job?

Signature

Date