

TECH Job Description

Job Title: Residential Community Living Rover
Department: Residential

SUMMARY

To assist and train clients to live as independently as possible in the community in their preferred lifestyle and to reach their life goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide transportation for clients' personal or leisure activities daily.
- Assist with all steps required or needed to assure client's nutritional needs are met.
- Follow clients' Person Centered Plan daily.
- Teach and guide clients through their chosen goals and objectives.
- Assist in problem solving daily.
- Assist in budgeting money daily/weekly/monthly.
- Assist with bill paying monthly or as needed.
- Assist in cleaning home daily, weekly, or as needed.
- Complete all required documentation in a timely manner
- Follow policy and procedures
- Administer daily medications according to policy and procedure
- Keep work areas safe
- Teach and implement clients' rights monthly
- Fire and tornado safety drill training monthly
- Represent agency positively
- Provide active and meaningful positive support and assistance to adults with disabilities to help them achieve their preferred lifestyles.
- Complete all training re-certifications in a timely manner
- Attend SC/Rover meetings once a month
- Attend client PCP meetings yearly

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as life plans, health service communications, memos, and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and current Driver's License

CPR child and adult, First aid, MANDT, Positive Behavior Supports, TECH Medication Curriculum (employer will provide training to acquire certificates)

PHYSICAL DEMANDS – MEDIUM WORK

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, climb or balance, and taste or smell. The employee must occasionally lift and/or move more 20 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive agency cars, , and/or large passenger vans.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals (cleaning chemicals), and risk of electrical shock. The noise level in the work environment is usually moderate.