

Residential Support Services
Job Description
01-21-2020

Overnight Direct Support Professional

Qualifications

Required:

1. 1 to 2 years work experience.

Preferred:

1. One to two years of education beyond High School.
2. Current certification in CPR/First aid
3. Current Medication certification (State of Montana Med test)
4. Skill acquisition training/behavior management training
5. Valid Montana driver's license and insurability under RSS insurance.

Supervisor:

Group Home Manager/Lead weekend staff

Positions Supervised:

None

Salary Range:

Starting at \$15.25 an hour

Hours/Days of work:

Varies

Summary of duties:

Under the general supervision of the Group Home Manager/lead weekend staff, the work involves a variety of tasks focused upon assisting individuals in the group home achieve their maximum potential and independence in their lives. This position is responsible to ensure that all client care is completed during his/her shift. The position will be required to assist all individuals living in the home with needs as they arise during the overnight hours, along with the completion of all paperwork, required and incidental. This position assists the group home manager/Lead weekend staff in meeting the medical needs of everyone within their assigned group homes, in addition to ensuring that individuals are safe. The position requires an individual to work unsupervised for most of the shift, be a self starter. This is an awake position, never is it permissible to sleep, lay on the couch with a blanket or engage in any activity that would suggest that the employee may be sleeping.

Residential Support Services Job Description

- I. Consumer training:
 - A. Protects the rights of consumers according to RSS and State of Montana policies and reports all violations as required by policy.
 - B. Participates in developing, implementation and data collection of training programs assigned to each individual within the group home.
 - C. Assists Group home management with the completion of assessments and the summaries of each assessment as assigned by group home management.
 - D. Participates in the development of individual training program, behavioral intervention plans.
 - E. Provides supervision of individuals living in the home that advocates independence and self determination that supports the individual's dignity and enhances the persons place in the community.
 - F. Follows the daily schedule and protocols for each individual within the home.

- II. Consumer care:
 - A. Informs Group Home manager/Lead Weekend staff of concerns noted about the individuals they are working with. Seeks appropriate medical/dental care when emergencies arise, provides support to the individual during emergency situations.
 - B. Monitors each individual as determined by the individuals PSP team and their particular health care or behavioral needs. Ensures that each individual wearing attends is checked and changed as needed through out the night.

- C. Administers/monitors the administration of medication for everyone in the group homes. Ensures that the appropriate information is documented and that medication counts are conducted and recorded as required by RSS or State of Montana policy.
 - D. Ensures that all consumers are changed and showered if they should wake up in soiled night clothes. Level of assistance will vary with each consumer, it is the overnights responsibility to know and understand level of assistance.
 - E. Ensures that all laundry is completed and put away each day, night staff should not be doing the entire household's laundry each day each shift is responsible for completing as much of the laundry as possible.
 - F. Maintain a clean home, including following the daily, weekly, monthly, semi annual and annual cleaning lists.
 - G. It may be the responsibility of overnight staff to prepare breakfast, check with group home management. It may also be the responsibility of the overnight staff to prep food or begin the meals for the next day. During the week the individuals maybe responsible for making their own lunches, again check with group home manager and determine your role.
 - H. Snow removal, on occasion in the winter it may be necessary for the overnight staff to shovel a pathway from the door to the drive way and it maybe necessary to remove snow from other doorways that are deemed fire exits.
 - I. In summer it may be required to move watering hoses and in some case set and turn the sprinklers on. Make sure hoses are out of the way of consumers and staff in the morning.
- III. Reporting/record keeping.
- A. Participates as directed by Group Home Manager/Lead Weekend Staff
 1. Monthly evacuation drills. Documentation is completed and submitted to the Group Home Manager.
 2. At the request of the group home manager or lead weekend staff filing of consumer paperwork may be required.
 3. Ensures that quarterly reports information is available for the Group Home Manager and if required works with the Manager to complete the appropriate sections of the quarterly report.
 4. In cooperation with the Group Home manager ensures that the home, furniture, yard is kept in good repair according to the health and safety standards and assists with arranging repairs or maintenance when needed.

IV. Additional Duties:

- A. As directed by the Group Home Manager, completes monthly checklist and reports problems or concerns to Group Home Manager.
- B. Attends group home staff meetings.
- C. Keeps first aid/cpr and medication certification current as required by policy.
- D. Acts as a role model for consumers by ensuring that own appearance (as described in dress code), hygiene and communication/interaction techniques reflect those of a responsible mature person.

- E. Other duties as assigned.

I have read and understand my entire job description and the responsibilities as outlined above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties and responsibilities or work schedule as business demands and/or the needs of the consumers change.

Staff signature

Date

Supervisor's signature

Date

Residential Support Services
Hab Tech 1

Job Inventory

Job title _____ Program _____

Physical Demands of the Position (total hours in a work day estimate)

Sitting	1	2	3	4	5	6	7	8	9	10	11	12
Walking	1	2	3	4	5	6	7	8	9	10	11	12
Standing	1	2	3	4	5	6	7	8	9	10	11	12

Surface/Terrain: Carpet, flooring, concrete and general outdoor terrain.

Key S=Seldom (less than one hour) O=Occasionally (one hour to 2 ½ hours)
 F=Frequently (3-5 hours) C=Continuously (5 hours a shift or more)

Activity 0-10 LBS 11-24 LBS 25-34 LBS 35-50 LBS OVER 50 LBS

Lifting
 knee high F F O S S
 Lifting
 waist high F F S S S
 Lifting
 overhead S S S S S

Bending F Squatting O Crawling S Climbing O Kneeling S

Reaching above shoulder height O Pushing O Pulling S

Dexterity

Simple grasping Yes X No ___
 Firm grasping Yes X No ___
 Fine manipulation Yes X No ___

Environmental Conditions

Required to work outdoors summer Yes **X** No
Required to work outdoors winter Yes **X** No
Exposed to fumes Yes No **X**
 Where
Exposed to dust Yes No **X**
 Where

Exposed to gases Where	Yes	No	X
Exposed to noise/vibrations Where	Yes	No	X
Exposed to physical aggression from others From whom consumers	Yes	X	No
Exposed to offensive odors/sights From where consumers	Yes	X	No
Exposed to blood borne pathogens From where consumers	Yes	X	No
Uses machines, tools and equipment on the job What kinds vehicles, computers, fax machines	Yes	X	No
Uses protective equipment on the job What kind and for what tasks First aid-gloves, gowns Lifting back belts Personal hygiene/bathing-gloves, gowns goggles.	Yes	X	No

Other significant job requirements not mentioned above:
Occasional lifting in excess of 100 lbs

Specific training/education required to do job

1. CPR
2. Medication certification
3. College of Direct Support.

