

## **RESIDENTIAL SUPPORT STAFF - FLOAT**

**Wage: \$15.75 - \$19.50**

*This is a non-exempt position, requiring contribution to SEIU, Local 925.*

### **Summary:**

Residential Support Staff provide the essential supports and trainings on self-help and awareness skills to the participants living within Village Community Services' residential programs. Float staff trained and able to work with all clients and agree to be available during their regular work where most needed.

### **Description of Essential Functions:**

- **Provide support and training as needed in daily living skills, meal preparation, leisure activities, shopping, medication, finances and personal budget, community and family interaction and support.**
- Observe, document, report and support any changes in mental, physical or emotional behavior to the Program Manager.
- Maintain good communication with participants. This requires the ability to read body language, assess moods and possible trouble areas, and has the skills to diffuse potentially unsafe situations.
- Safeguard confidentiality of participant records and information.
- Participate in PCP's, staff meetings and trainings.
- Accompany participants and provide the support and training needed while shopping, at medical appointments, and leisure activities.
- Write incident reports and submit to the Program Manager.
- Ensure the participant's homes are clean and well maintained. When participants are unable or unwilling to clean, it then becomes the responsibility of the staff to ensure the task is done. The staff will assist or personally complete household/yard tasks to ensure good landlord relations.
- Ensure all health and hygiene needs are met.
- Work with each participant on their individual finances and monthly budgets.
- Teach home and community safety skills.
- Follow each participant's individual medication plan.
- Ensure all documentation is complete before leaving shift.
- Under direction of the Program Manager, ensure all bills are paid on time.
- Under the direction of the Program Manager, reconcile participant's checkbooks with the bank statement.
- Use the automated time and attendance system to clock in and out of work.
- Read and abide by the agency's policies and procedures and the WACS.
- Conduct fire drills on a monthly basis.
- Keep all licenses and certificates current.
- Respect diversity – participants and coworkers.
- Able to use good verbal, reading and writing skills and be able to communicate effectively with coworkers, the community and families,
- Drive agency vehicles to transport participants to work, health care appointments, leisure, and personal needs.

### **Physical Demands:**

- Work is primarily performed inside and frequently involves sitting, standing, walking and climbing stairs. It involves lifting furniture, groceries, etc. up to 50 pounds.
- Assisting with participant transfers from wheelchair to toilet, bed or vehicle.
- Frequent hand and finger use to manipulate office utensils, supplies, pens, paper, operate office machines such as computers, printers, telephone, copier, shredder, able to read the computer monitor and paperwork.
- General cleaning and upkeep of participant's homes and yards; this may include sweeping, dusting, mopping, cooking, laundry, weeding, raking leaves.
- Driving agency vehicles. This may include driving from the residential site to the main office, transporting participants to all appointments and functions, and attending trainings.

\* Lifting, carrying, transferring and yard work are not requirements for all residential sites.

### **Qualifications, Education, Experience:**

- High school diploma or equivalent education.
- At least 2 years of experience working with individuals with disabilities preferred.
- Current Washington State driver's license with a good driving record.
- Must pass a criminal background check.
- Read, understand and agree to abide by Village Community Services' Policies and Procedures.
- Good communication, respectful and kind mannered.
- Able to use good judgment, and be a positive role model and representative of VCS.
- Must complete the required 75 hours of training within 120 days of hire. Includes 5 hours of Agency Orientation & Safety Training, 30 hours of Peer Coaching, and the 40 training in Supporting Individuals with Disabilities in Community Residential Settings.
- Obtain First Aid, CPR & Bloodborne Pathogens certifications within the first 30 days.
- Nurse Delegation core training is site specific and not required for relief staff.
- Community Protection (CP) training is required to work with CP participants and must be obtained within 30 days of hire.

### **Qualifications Specific to the Float Position:**

- **Available during a set work-week to fill shifts where needed**
- Ability to effectively serve clients with diverse basic care, medical, behavioral, & communication requirements
- Self-starter with ability to assess new situations, flex to follow established site or client routines, and quickly learn new job tasks and routines
- Positive role model who can effectively work with a variety of staff and client personalities