



## **RESIDENTIAL CAREGIVER I, II or III**

**DEFINITION:** Under the direction of the Progress House Manager, provides services and care to and oversight of consumers in a 24-hour residential facility for adults with mental illness or co-occurring mental illness and addiction.

**ESSENTIAL JOB DUTIES:** Provides direction, supervision, support and encouragement to residents of Progress House, an Adult Residential Facility. Provides intake, supervises and monitors residents, assesses need, coordinates care, and maintains Progress House to ensure the well-being and safety of residential clients at all times and in accordance with applicable laws, regulations, and institutional philosophy. Confers with supervisor and/or other authorized parties regarding a variety of problems/issues; takes appropriate and prescribed action in emergency situations as directed and in accordance with relevant policies and training received. Assists clients with the administration of medications as prescribed by doctors and in accordance with written agency procedures; verifies accuracy of medication and dosage with medical records plans; observes, documents and reports response to medication; observes, records, and provides a variety of information on residential clients' behaviors, attitudes, interests, and skills periodically and upon request. Organizes and supervises a variety of life skills and recreation activities for assigned group of clients; conducts individual and group interventions consistent with accepted treatment plans and standard operating procedures; provides transportation of residents to appointments as directed. Prepares and maintains a variety of written and electronic records and documentation related to the care and custody of clients; inputs data to an electronic call log and health record; prepares reports and completes forms and logs on a regular basis and upon request; attends and participates in staff meetings and supervision. Participates in planning, preparing and serving group meals; performs a variety of housekeeping and custodial functions in support of the Progress House facilities in compliance with hygienic and safety procedures; implements appropriate measures for infection control to protect residents and staff from communicable diseases; distributes supplies, clothing, bedding, and necessary personal hygiene items according to prescribed schedule and as assigned. Persons in this position may be the first responder to emergency or urgent need for mental health or social services; participates in triaging client needs/crises as necessary and as trained, including after-hours calls received through the Behavioral Health On-Call system. Provides general assistance as needed to other team members.

**The Residential Caregiver II** is distinguished from the entry level I position, as it is the journey level classification demonstrating the training and experience needed to perform job duties with independence and minimal supervision.

**The Residential Caregiver III** is distinguished from the journey level II position, as it reflects the training and experience necessary to act in the capacity of a lead worker and may be assigned to provide direct training and support to entry level Residential Caregivers, to provide guidance and direction in the absence of the supervisor, and other leader role tasks as identified and assigned.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience:**

##### **Residential Caregiver I:**

Path A: High school graduate or equivalent with at least two years of experience performing human service activities in an office, community, or group home setting with experience working in a care facility for persons with mental illness preferred ; OR

Path B: Education beyond high school equivalent to two or more years of post-high school education (48 semester units) in human services may be substituted for one year of experience.

##### **Residential Caregiver II:**

Path A: One full-time year of experience working in the Residential Caregiver I classification; OR

Path B: Must meet the education/experience requirements of a Residential Caregiver I AND have an additional year of full-time experience performing human service activities working with persons with mental illness.

##### **Residential Caregiver III:**

One year of full-time experience working in the Residential Caregiver II classification

**Knowledge of:** Basic understanding of the general goals of assigned public/mental health programs; fundamentals of record keeping; appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; computers and software; some Internet familiarity; basic mathematics; principles and practices of work safety.

**Ability to:** Establish and maintain positive relationships with supervisor, coworkers, clients, and others contacted within the course of business; learn and apply guidelines and regulations related to residential caregiving and confidentiality; work with persons infected with communicable disease or who have a mental/emotional diagnoses; organize duties and determine priorities in order to meet assigned deadlines; work with various cultural and ethnic groups in a tactful and effective manner; act quickly and calmly in emergency situations; work effectively with interruption; identify situations quickly and objectively and determine proper course of action within prescribed policies and procedures; communicate clearly and concisely, both orally and in writing; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others. Consistent attendance is an essential function of the position.

**Special requirements:** Must be able work various day and night shifts, weekends, and/or holiday and relief shifts; must possess or be able to successfully obtain a Class B operator's license for transporting clients within the 6 month probationary period; must successfully complete pre-employment background check and physical examination, including drug screen. Must have ability to obtain and maintain a first aid certification.

**Typical Physical Requirements:** Intermittently, sit while typing or preparing records and charts; walk, bend, squat, climb, kneel, or twist while assisting clients, handling supplies/equipment or retrieving/returning files/charts; perform simple and power grasping, pushing, pulling, and fine manipulation; lift light to medium weight. Normal manual dexterity and eye-hand coordination required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Occasionally run errands. Good memory and recall is necessary for the accurate and timely transfer of data/information.

**NEPOTISM POLICY:** A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants, and may include a qualification screening, written examination, and oral examination.