

MARION COUNTY BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED

3175 Palmyra Road
Hannibal, MO 63401
573-248-1077

Position: Residential Instructor

Qualifications: High School Diploma or GED, valid Class E Chauffeur's license, car and insurance, working phone

Supervisor: Home Manager

Responsibilities:

1. Provide care and habilitation training to residents, including the preparation and/or supervision of well balanced meals, assisting with household cleaning, assisting with bathing as needed, and monitoring residents grooming and appropriateness of dress.
2. Read Person Centered Plans and be aware of behavior support plans for each individual consumer. Provide training as described in consumers' Person Centered Plan.
3. Document training, incidents and injuries as directed by supervisor.
4. Chart data daily and accurately.
5. Administer medications and document accurately.
6. Monitor all other health care needs of residents.
7. Be able and willing to lift more than 75 pounds, following proper lifting procedure using Personal Protective Equipment supplied by the agency. (Back support belts/Mechanical Lifts; etc.)
8. Understand and implement behavior modification principles. Use reinforcement procedures to encourage desirable behavior regularly.
9. Provide good role modeling for consumers. Encourage consumer independence.
10. Remain actively involved with consumers while working.
11. Transport consumers as needed for medical appointments, program attendance and community activities.
12. Attend mandatory staff meetings and inservice training as requested by supervisor.
13. Maintain CPR, CPI, First Aid, Medication Administration and Drivers/Chauffeur's license and insurance requirements.
14. Maintain consumer and program confidentiality by not discussing identifiable consumer information, or information about other agency personnel in the presence of others outside the work area.
15. Complete and submit time sheets and expense vouchers accurately and on time.
16. Perform all other related work duties assigned.

Employee Signature

Date

Supervisor

Date

RIJD

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