

## **POSITION**

Caregiver

### **JOB DESCRIPTION OVERVIEW**

To provide the necessary supervision of the participant, in all aspects of carrying out resident treatment plan.

### **JOB DETAILS**

Minimum Qualifications:

- 21 years of age or older
- High School diploma, or equivalent. As an alternative to the educational requirement, such persons shall have at least one year of full-time equivalent paid or volunteer experience in the direct provision of care to children.
- Must have valid driver's license
- Must maintain certifications for CPR/First Aide, Physical Intervention Training

Responsible To:

- Group Home Manager and Director

Specific Responsibilities:

- Provide supervision within sight or sound of the child or pursuant to the level of supervision specified in the child's service plan. A child may be left alone or unsupervised only in accordance with their service plan.
- To participate in training provided by Director or Group Home Manager to learn about OAC topics, Mental Illness, the individual participant's needs and goals, how to respond to various situations, how to document services, and other issues related to the job.
- To collaborate with the Group Home Manager and/or group home staff in order to keep open communication regarding the participant's progress.
- To collaborate with the resident's case manager and other professionals involved in providing services to resident participant
- To provide appropriate training in independence, self-care, communication, social skills, recreational and leisure skills, and/or pre-vocational skills.
- To provide the necessary supervision of the participant, in all aspects of carrying out his/her treatment plan.
- To document each unit of service in the prescribed fashion on the progress note and time sheet and submit them to the Group Home Manager in a timely manner.
- To review the participant's progress on an on-going basis to keep goals and strategies appropriate for the participant's level of ability.
- To receive supervision and feedback regarding job performance from the Group Home Manager.
- To follow any other suggestions and requests from the Group Home Manager or Director related to providing services to the participant.
- Maintenance and Security of Agency Records.
- All employees will be responsible for the routine filing of all resident/service records.
- Be trained in the reasonable and prudent parent standard
- To make decisions involving the participation of residents in age-appropriate or developmentally appropriate activities.
- Complete a minimum of twenty hours of orientation within the first thirty days after the date of hire.
- Complete all training requirements as outlined in the Staff Training and Evaluation section of this manual.

**To apply for this position, email your resume to: [d180rs@outlook.com](mailto:d180rs@outlook.com)**