

NEW VISIONS INC.
JOB DESCRIPTIONS

Name of Employee: _____ S.S.#: _____

Position Title: CRR Relief Residential Support Staff

Part-time: X

Full-time:

Total Hours per Week: Various

I. Position Definition

Provide consumers with support and skills training to promote wellness and independence.

II. Job Responsibilities

1. Assist consumers with the development and implementation of individual goal plans or Individual Residential Service Plans (IRSP)
2. Monitor consumer progress in goal areas; regular documentation of goal progress
3. Maintain and update documentation in consumers individual records
4. Assure consumer safety and well being;
 - a. Supervise consumers in procedures for Universal Precautions and Infectious Disease Control
 - b. Assure that living community areas are clean and free from clutter
 - c. Monitor consumers' self-medication practices, and documentation of self-medication administration
5. Respond immediately to emergency situations affecting consumers' health or safety
6. Assist consumers with menu planning, grocery shopping, meal preparation, and daily/weekly housekeeping tasks
7. Report any signs of consumer decompensation to supervisor
8. Remain on duty in the building when consumers are present when assigned Full Care site
9. Provide limited consumer transportation
- 10 Follow and abide by Confidentiality Policy
- 11 Perform related duties as assigned

III. Accountability

Supervision provided by the Program Supervisor

IV. Qualifications

1. High School Diploma or equivalent
2. Good oral and written communication skills
3. Experience with the Mentally Ill preferred

Skills: Self-motivated

Good Oral and written communication skills

Ability to manage crisis/emergency situations

Employee Signature

Date

Supervisor Signature

Date