

JOB DESCRIPTION

POSITION TITLE: Residential Trainer (Direct Support Professional)

RESPONSIBLE TO: CILA Manager

MINIMUM QUALIFICATIONS:

A. Education/Certification

1. High School diploma or equivalent
2. Valid Illinois driver's license and verified safe driving record
3. Successful completion of new employee orientation and the State of Illinois Department of Human Services required Direct Support Person pre-service training within 120 days of initial employment
4. Maintain current CPR and First Aid certification throughout employment

B. Experience

Demonstrated experience with persons with disabilities is preferred

C. Skills/Knowledge

1. Verbal and written communication skills
2. Ability to work independently
3. Basic knowledge of the characteristics and training needs of persons with disabilities, active treatment, community inclusion, least restriction and behavior intervention techniques and their impact

D. Other

1. Must be able to be Pace Certified
2. Must be at least 23 years of age
3. Ability to lift 70lbs/transfer adults

RESPONSIBILITIES:

- A. Ensure safety, dignity and well being of individuals served in the Residential Program at all times
- B. Provide instruction to individuals in the area of self care, cognition, mobility, communication, recreation, independent living skills in accordance with Individual Service Plans (ISP)



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- C. Provide training and other support services to individuals as specified in their Individual Service Plans
- D. Assist individuals in meal planning and preparation, home maintenance, money management, social skills, consumer skills, problem solving, self-help skills and the activities of daily living
- E. Complete case record documentation including, but not necessarily limited to, data collection, summary of goals and progress, assessment protocol, and Emergency Intervention Reports, Seizure Reports, Medication Error Form, and Incident/Accident Reports in an accurate and timely manner
- F. Participate in Community Support Team Meetings and behavior team meetings as appropriate
- G. Assist individuals served with personal care (e.g., feeding, toileting, hygiene) as appropriate
- H. Maintain a clean, organized, safe and attractive home environment
- I. Report individual, programmatic and safety concerns to Supervisor in a timely and appropriate manner
- J. Participate in staff meetings and staff development/training as appropriate
- K. Conduct self in a manner that promotes the rights and dignity of the individuals served and provides a positive image of the agency
- L. Provide safe transportation to and from workshop and community outings for individuals and/or unload and load individuals upon van arrival
- M. Provide medication administration under the supervision and training of agency's licensed RN
- N. Model positive behaviors
- O. Perform other duties as assigned

Employee Signature

Date

Supervisor Signature

Date

Date Revised: March 2015

