

RESIDENTIAL PROGRAM LEAD

KIND OF WORK

Paraprofessional residential lead work at the Faribault Academies or Department of Human Services facilities.

NATURE AND PURPOSE

Positions at the Faribault Academies (option #0558: Faribault Academies), under general supervision, lead and direct staff in the delivery of social, developmental residential programs and support services to deaf/hard of hearing or blind/visually impaired students; perform duties that will ensure student safety/well being and achievement of their optimal level of social development; perform related work as required.

Positions in Human Services facilities (option #0331: Human Services), under general supervision, lead and direct staff in the delivery of health care, developmental treatment programs and support services to persons with developmental disabilities in a residential setting and develop programs to reduce individual dependencies and assist residents in achieving and maintaining their optimal functioning levels; perform related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns, monitors and reports on work of staff and matches staff capabilities to student/resident needs to ensure efficient work flow and full utilization of resources.

Trains staff in program development, implementation and documentation so that treatment standards are adhered to in the delivery of student/resident programs by explaining and modeling correct techniques and procedures, monitoring ongoing work, reviewing completed tasks for accuracy and timeliness and providing verbal and written feedback to staff on performance.

Writes and documents programs for residents at a Human Services facility which address functional deficiencies and maladaptive behaviors, following an individual treatment plan developed by the interdisciplinary team.

Writes strategies, goals and daily living activity programs for inclusion in the individual education plan at the Faribault Academies, designed to ensure the safety, well being and social development of the student.

Designs and uses data collection mechanisms, daily charting, periodic testing, and observation of skills and behaviors to record and evaluate student/resident progress so that program effectiveness can be assessed and compliance with standards maintained.

Determines the need for, and obtains, supplies and equipment so that medical, programming and housekeeping functions can be performed by periodically checking stock levels and condition of equipment and submitting written requisitions for necessary items and repairs.

Schedules and conducts recreational activities for students/residents to provide physical exercise and to develop social and leisure-time skills through participation in group activities and in community events.

Faribault Academies:

Communicates with deaf/hard of hearing or blind/visually impaired students to help identify physical, emotional and daily living needs by using appropriate sign language or ASL or Braille.

Department of Human Services:

Preserves the safety and sanitation of the unit, its staff and residents to comply with licensure standards and legal requirements by regularly investigating the work site and eliminating hazards, conducting periodic emergency and evacuation drills, training staff in emergency procedures and making scheduled security checks of doors and windows.

Provides for the physical health of residents so that development is not impeded by illness or injury by performing, or supervising, feeding, bathing, grooming, administering oral medications and treatments, monitoring vital signs and intervening in situations which are physically hazardous to residents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Institution policies and procedures, including emergency procedures, sufficient to instruct others in their implementation.

Internal requisitioning process sufficient to obtain needed supplies, equipment and repair services.

Behavior modification principles and techniques sufficient to train and direct others in their implementation and documentation.

Safety and sanitation regulations and standards sufficient to ensure compliance in the workplace.

Deaf/hard of hearing or blind/visually impaired issues sufficient to understand the physical, social and psychological limitations placed on human growth and development; sign language or ASL techniques or Braille sufficient to communicate with deaf/hard of hearing or blind/visually impaired students at Faribault Academies.

Mental illness and developmental disabilities sufficient to understand the physical and psychological limitations placed on human growth and development; therapeutic intervention techniques sufficient to control aggressive or violent behaviors.

Ability to:

Demonstrate proper work techniques to other staff; train and direct others in program implementation and documentation; assign tasks and evaluate work performance.

Conduct and participate in recreational activities, including athletic events.

Work cooperatively with students/residents, parents, peers and supervisors.

Write goals and leisure programs in a Faribault Academies program, consistent with the individual education plan, to improve student social development.

Write programs in a Human Services facility to address maladaptive behaviors, as well as programs to develop client self-care, motor, communication and/or socialization skills.

Observe, analyze and record behavior-based data to assess student/resident progress and recommend program revisions.

Assist residents in a Human Services facility in performing activities of daily living by tube feeding, attaching adaptive feeding equipment, escorting to and monitoring activities in mealtime routines, using specialized bathing tables, tubs and bath solutions, and administering oral medications and health care treatments (such as soaks, topical creams and ointments).

SPECIAL WORK CONDITIONS

Employees in this class may:

- be subject to unpredictable and potentially hazardous behaviors, and
- be required to regularly lift, transfer and position clients.

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T.C.:
Former Title(s): Mental Retardation
Residential Program Lead
(merged)