



Department:	Residential	Originated:	March 2015
Reports To:	Program Director	Revised:	Nov 2020
Positions Supervised:	None	Reviewed:	Oct 2021
Grade/Level:		FLSA Status:	Non-exempt

**Summary**

Nurture the emotional, physical and personal well-being of each client. Provide assistance and support with living skills development, health maintenance, medication administration, personal care, and behavioral development. Promote person-center practice and community inclusion in all aspects of support. Maintain an environment that ensures the health and safety of the client. Demonstrate professional and ethical behavior in interactions with Chamberlin House, Inc. (CHI) stakeholders and support the mission of the agency.

**Essential Duties and Responsibilities**

**Advocacy and Rights (20%):**

- Knows, advocates and respects the rights of client
- Respects client’s personal beliefs, choices and interests
- Treats all clients, families, coworkers and supervisors with dignity and respect
- Maintains strict confidentiality of all personal information concerning client
- Develops and facilitates community activities, connections and relationships
- Assists client in developing and following a person-centered schedule and participating in activities of their choosing
- Incorporates time, space, and opportunity for privacy in the life of client supported
- Understand responsibilities as a Mandated Reporter of abuse, neglect and exploitation
- Understands the Client Complaint policy and procedure and assists clients as needed

**Safety and Health Maintenance (20%):**

- Maintains an environment that is healthy, safe and comfortable by following safety and infection control procedures
- Follows policies and procedures regarding safety in all environments including evacuation and emergency procedures
- Ability and willingness to assist client in activities of daily living including bathing, toileting and other self-help skills
- Ability and willingness to support clients with challenging behavior
- Administers medication in accordance with medical provider directions, Oregon Administrative Rules (OAR’s) and CHI policies
- Accurately documents the administration of medications and other medical-related matters
- Maintains knowledge of health and medical issues for clients and notifies supervisor of concerns



- Assists client with healthcare visits, medications and therapy plans
- Consistently uses universal precautions and provides First Aid/CPR and ensures emergency medical care when needed
- Follows safe food handling guidelines and maintain current Food Handler certification

**Program Management (20%):**

- Implements client Individual Support Plan (ISP) as written
- Understands basic principles of Person Centered Practices and Planning
- Works on behalf of the client to overcome barriers
- Employs creativity and problem-solving skills in providing supports
- Teaches appropriate skills and involves client in meaningful and valued activities
- Knowledge of client's desired outcomes and works to ensure integration into daily activities
- Empowers and supports client to direct their own life choices
- Assists client with achieving personal goals
- Provides transportation as needed for appointments and all other activities
- Aids client in fiscal management, spending choices, completing of ledgers and safeguards funds

**Accountability and Customer Service (20):**

- Exhibits professional behavior towards clients, families, coworkers, and supervisors
- Takes responsibility for decisions made
- Maintains the property of the agency and of the client
- Maintains client/agency finances ethically accurately with appropriate documentation
- Reports and/or documents routine and unusual events in a concise and understandable manner
- Follows agency policies and procedures
- Provides emergency coverage when requested by management
- Takes initiative in performing additional duties as needed or as assigned

**Professional Conduct (20%):**

- Provides positive and appropriate feedback to coworkers, supervisors and agency representatives
- Mentors new staff to ensure that the workplace is a positive and productive environment
- Attends and participates in assigned meetings, sharing ideas, discussing issues openly and honestly
- Participates in and successfully completes required periodic training and certifications within specified timelines
- Maintains regular attendance and appropriately follows time off request procedures
- Reports all concerns to the appropriate supervisor in a timely manner
- Maintains confidentiality of records/information according to HIPAA, State, Federal laws and guidelines
- Reports abuse, neglect, mistreatment and exploitation immediately to the appropriate person or agency
- Displays conduct in the community that enhances the image of client and the agency
- Supports Chamberlin Mission, Vision, and Core Values while empowering each person to direct their own life choices



**Qualifications:**

- High school diploma or GED
- Valid driver’s license, acceptable driving history and proof of auto insurance as required
- Pass a Oregon Department of Human Services background study
- Requires basic language, written and computer skills necessary for communication and documentation
- Maintains and expands skills and knowledge relevant to providing high quality support and services.
- Obtain and maintain required certifications and trainings including CPR, First Aid and Food Handlers
- Willingness to work a flexible schedule
- Previous experience preferred

**Physical Demands:**

FREQUENCY	MOBILITY						WEIGHT – LIFT/CARRY			
	Bend	Climb	Kneel	Sit	Stand	Walk	10 lbs or less	11 – 20 lbs	21 – 50 lbs	Over 100
Not Applicable										X
Occasional		X	X	X			X		X	
Frequent	X				X	X		X		
Constant										
	DEXTERITY						WEIGHT – PULL/PUSH			
	Feel	Finger	Grasp	Handle	Reach Outward	Reach Above	10 lbs or less	11 – 20 lbs	21 – 50 lbs	Over 100
Not Applicable										X
Occasional	X					X	X		X	
Frequent		X	X	X	X			X		
Constant										

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Employee Printed Name

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Signature

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Date

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Program Director Printed Name

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Signature

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Date