

REHABILITATION RESIDENTIAL ASSISTANT

Nature of Work: Under general supervision, performs full-performance level work by providing supervision and support services for residential clients with disabilities who are receiving rehabilitation services through the Division of Rehabilitation Services' Housing Program located on the Institute campus. Responsibilities include ensuring the safety and security of clients living in the dormitory, interacting with residential clients to facilitate development of living and social skills, and providing behavior information for the assessment of complex individual problem situations. Exercises considerable latitude in determining approaches to problem solving and uses independent judgment in carrying out operational duties. Shift work may be required. Performs related work as required.

Examples of Work Performed

- Ensures the safety and security of clients who are living in the dormitory.
- Interacts with residential clients to facilitate the development of living and social skills such as conflict resolution, assertiveness, and problem solving.
- Assists residential clients with accessing community resources and assists with orientation of new clients.
- Listens to residential clients' requests and problems, responds appropriately, and gives feedback.
- Monitors and assesses client's behaviors and refers complex issues to appropriate agency staff.
- Intervenes when necessary regarding problem behaviors and documents code of conduct infractions; documents problem areas and provides client with written plan for improvement.
- Mediates client disagreements/disputes using appropriate techniques.
- Implements established emergency response procedures in case of fire, bomb threat, chemical leak, and/or natural disaster.
- Assists in screening clients for program appropriateness.
- Inspects common dorm areas and reports problems related to safety, security and maintenance needs to appropriate staff or immediate supervisor.
- Assists with security checks; inspects client rooms.
- Arranges/schedules transportation for clients to and from training. Assigns rooms and issues room keys to clients.
- Checks in visitors to the dorm and enforces visitation policies.

REHABILITATION RESIDENTIAL ASSISTANT (CONT'D)**Knowledge, Skills and Abilities**

- Ability to learn behavior patterns and characteristics of young adults, disabilities, agency policies and procedures, and community resources.
- Ability to learn the objective of the program, its procedures, policies, and guidelines, and the relationship to the rest of the division and other user entities.
- Ability to learn the psychological and social problems of the disabled.
- Ability to analyze situations, problems and information and develop appropriate responses and resolutions.
- Ability to work independently and effectively in problems situations.
- Ability to communicate effectively both orally and in writing.
- Ability to represent area of assignment and to provide consultation on program concerns.
- Ability to synthesize information and provide interpretation.
- Ability to interact with residents, co-workers, and resource providers to establish and maintain effective working relationships.

Minimum Qualifications

- Training:** Bachelor's degree from an accredited college or university with a major in psychology, sociology, counseling, counseling and guidance, social work, education, therapeutic recreation or a closely related field.
- Substitution:** Full-time or equivalent part-time paid experience providing supervision and support services in a residential setting, or providing supervision and support services for clients or students, or providing technical or programmatic services for disabled clients or students, or other closely related experience may be substituted for the college degree on a year-for-year basis

Established: 8/16/07
 Effective: 10/1/07