

SAMPLE - SUBJECT TO CHANGE

BERKELEY CITIZENS, INC.
MRS – MENTAL RETARDATION SPECIALIST
January 1998 Non-Exempt

As an employee of Berkeley Citizens, Inc., the Mental Retardation Specialist is employed at the eight bed group homes (Residential Program) and is responsible to the QMRP.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60%
night positions

50%
all others

Maintains client safety and well being to include:

1. Provide the prescribed level of supervision and accountability throughout the individual's daily routine (including bathing, walking and sleeping hours)
2. Assist as needed with individual's bathing, toileting, grooming and other self care activities. May include lifting non-ambulatory individuals
3. Informs supervisor if individual's behavior changes significantly (at the time of occurrence) to include eating and sleeping habits
4. Informs supervisor of all individual injuries at time of occurrence
5. Provides well maintained living environment, reports all maintenance needs to supervisor (at time of occurrence) and completes necessary housekeeping duties to include sweeping, mopping, laundry, dusting, etc.
6. Fills out all necessary Client Injury Forms and forward to supervisor

30%
night positions

40%
All others

Trains individuals in all life areas to include:

1. Provides naturally occurring opportunities for individuals to learn
2. Documents data during formal training sections as specified in the individual's objectives
3. Reinforces informal training throughout the individual's daily routine
4. Implements Behavior Support Programs as written to include: documentation of all behavioral incidents. May require physical intervention and the use of PRA techniques
5. Provides leisure/recreational opportunities to include providing transportation to and from events (Morning and afternoon positions does not include night positions)

10%

Conducts self according to agency policies to include:

1. Fills out required paperwork, forms, etc.
2. Has thorough understanding of agency policies and procedures
3. Exhibits appropriate work behavior with clients and co-workers at all times

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EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent

OTHER REQUIREMENTS:

- Must have a valid SC Driver's License
- Good driving record
- Good Written and oral communication skills
- Willingness to work flexible hours
- One year experience with MR population preferred
- Additional skills and physical abilities include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions, communication, writing, reading, driving at night, counting, working double shifts as necessary, running and smelling
- Physical requirements include: very heavy work with assistance
- Must be able to write, read small print and record data accurately
- The worker is subject to both indoor and outdoor environments and may be subject to temperature extremes of hot and cold for short periods
- The worker is subject to noise and hazards including the possibilities of physical assault, property destruction and infections, also the worker is subject to wear protective clothing to prevent infections

WORK WEEK AND HOURS:

Varied depending on work status (full time, part time or substitute)
May work all shifts

I certify that I have read the above job description and understand the essential and non-essential duties that I am to perform as a requirement of this position. I further acknowledge that I have received a copy of this job description for my personal records. It is my understanding that I will be evaluated on the performance of these duties at the conclusion of my first six months of employment and then annually thereafter.

EMPLOYEE SIGNATURE

DATE