

## **Job Description**

**Job Title:** Behavioral Aide

**Reports to:** Residential Coordinator

**Created on:** 1/3/2008

### **Summary**

As a Behavioral Aide, you will be responsible for multiple duties on a daily basis. The following is a list of tasks that Residential Counselors will be required to perform. This list is not all inclusive and Residential Counselors can be assigned additional tasks by their direct supervisor, manager, director, or the administration on an "as needed" basis.

### **Duties**

- ❖ Perform grooming and hygiene tasks for clients as needed. This includes simply reminding to total assistance with all bathing and hygiene needs.
- ❖ Provide support and assistance for clients, including behavior management, job coaching, cleaning, meal preparation, transportation, medical appointments, and other supports as needed.
- ❖ Prepare meals for clients. The level of meal preparation assistance needed will depend on which site you are stationed at.
- ❖ Have a working knowledge of all clients behavioral and service plans. Being able to follow the guidelines of these plans as well as any other protocols put in place by management.
- ❖ Participate in all scheduled team meetings.
- ❖ Administration of medications correctly during scheduled shifts. Following all instructions with the medications, and communicating with others regarding individual observations.
- ❖ Completing daily documentation correctly and thoroughly.
- ❖ Attending and completing all assigned training sessions.
- ❖ Communicating with all team members, including other Behavioral Aides, Residential Coordinators and others on the treatment team.
- ❖ Completing assigned house keeping tasks by supervisor.
- ❖ Transporting clients with the house vehicle and accurately documenting in the mileage log, as well as reporting any issues with the supervisor.
- ❖ Assisting with purchases for the house and for clients. Maintaining funds accurately by counting funds at assigned intervals.
- ❖ Demonstrate a working knowledge of Vulnerable Adult rules and Adult Foster Care.
- ❖ Knowledge of proper transfer techniques and body mechanics to transfer residents with appropriate assistance (Gait belts, transfers board, Hoyer lift)
- ❖ Assist with activities as requested or assigned.

## **Minimum Requirements**

- ❖ Be at least 18 years of age.
- ❖ Be able to pass a criminal background check as required by county and state governments.
- ❖ Possess or have the ability to possess a valid driver's license.
- ❖ Possess a degree (AA, BA/BS) in a related field, or 6 months of experience in a related field may substitute for degree at the discretion of administration.
- ❖ Have the ability to work in a team environment.
- ❖ Must have positive attitude

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee may come in contact with feces or urine during hygiene care. They may be struck or verbally attacked at any given time. Homes are to be kept as comfortable as possible for the clients and treated as if it is their home.