



The Arc Gateway, Inc. Job Description

Job Title: Group Home Assistant
Department: Residential
Reports To: Group Home Manager

SUMMARY Ensure the health, safety and welfare of the residents through supervision of activities, assistance with personal goals and fulfilling the group home routine (i.e. meal preparation, daily chores, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide the support and supervision individuals need to maintain control of their lives, perform daily living skills and participate in normal routines of the home.
- Spend individual quality time with person.
- Assist individuals in developing, implementing and achieving personal goals as outlined in their implementation plan.
- Assist in preparation of nutritional meals and in the general upkeep and cleanliness of the home.
- Assist individuals in budgeting and shopping for personal needs.
- Assist individuals, actively participate with individuals in selecting activities or attending events of their choice.
- Transport clients to medical, program, and community activities as directed.
- Maintain individual records to include case notes, counseling session, health data and training.
- Report and document all incidents pertaining to individuals, facility, and group home vehicle.
- Protect individual rights and freedoms; maintain confidentiality of personal information; and ensure each individual's right to privacy.
- Attend staff meetings, Individual Support Plan Meetings, and in-service sessions as directed by the group home manager.
- Perform other functions, as directed, relevant to the position.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and 1 year experience in nursing, education, or social, behavioral or rehabilitative science; or an Associate's Degree in the aforementioned fields of experience.

CERTIFICATES, LICENSES, REGISTRATIONS CPR, First Aid, Core Competencies, Zero Tolerance, HIV, & HIPAA certifications will be required. Medication Administration training & validation are also required. Must be able to pass FDLE fingerprint check, DCF abuse registry check, local law enforcement check, Affidavit of Good Moral Character, and a drug screen. Must have valid driver's license with good driving record and proof of vehicle insurance and registration with a satisfactory Motor Vehicle Report.

OTHER INFORMATION Employment is contingent on the choice and satisfaction of the persons served as well as continued funding for the service provided. Employee also understands that Florida is an "at will" State and that all employees of ARC Gateway are considered "at will". This means that employment is not for any set duration and can be discontinued by the Agency or the employee at any time and for any reason.

Beginning Salary: \$10/hour

Status: Non-Exempt

Working Hours: Variable