

Crossbridge, LLC
Residential Habilitation Aide

A. Job Summary

Assists the Program Coordinator and Administrator in forming and supervising the Residential Habilitation program to provide a learning environment ensuring individuals achieve their maximum possible individual growth and the highest level of community integration. Provides training to individuals to increase adaptive skills. Assists in the implementation of individual support plans and the implementation plan. Supervises and assists individuals in activities of daily living. Assists in maintaining a safe and sanitary environment.

B. Responsibilities

1. Resolves conflicts between individuals.
2. Assure that you are using the appropriate techniques, training individuals in individual and group settings designed to promote growth and achieve habilitation. Primary emphasis should include:
 - a. Behavioral management: reinforcing appropriate responses and implementing natural consequences to mal-adaptive behaviors.
 - b. Self-help skills: eating, dressing, grooming, health, maintenance, and toileting.
 - c. Communication skills: receptive and expressive.
 - d. Perceptual motor skills: object reception, object projection, and body projection.
 - e. Social/recreational skills: socially appropriate behavior and recreational abilities.
 - f. Community living skills: orientation, travel, and money concepts.
 - g. Domestic skills: housekeeping and care of personal belongings.
 - h. Medication skills: assists individual to recognize medication and safely take the medication(s) at the appropriate time.
3. Assists in the formulation and implementation of Individual Support Plans, including:
 - a. Data collection—formative and summative for uses in programmatic decisions.
 - b. Report writing—providing written input to the ISP Team, consultants, and others. Completing paper work as required for those instances.
 - c. Carrying out ISP recommendations.
4. Checks and assures all documentation is accurate and completed in a timely manner, including, but not limited to:
 - a. Program data
 - b. ABC's behavior data
 - c. Incident/accident reports
 - d. Investigation forms
 - e. Vehicle mileage logs
 - f. Family contact
 - g. Release of responsibility (leave forms)
5. Assures self follows and maintains Crossbridge, LLC's policy and procedures.

6. Assists in the coordination, supervision, and implementation of individual activities and outings.
7. Assure Res. Hab. Aide assigned individuals are supervised in activities of daily living including:
 - a. Grooming, bathing, shaving, tooth brushing, hair care, toileting, and maintaining hygiene.
 - b. Eating, serving meals, preparation of meals, appropriate table manners, and cleanup.
 - c. Dressing—appropriate to place and weather, clean and neat in appearance, and appropriate clothing care.
 - d. Reporting individual changes to appropriate staff.
8. Assures individuals are provided with appropriate transportation.
9. Assists in maintaining a safe and sanitary environment, including:
 - a. Protecting individuals from physical, verbal, or mental abuse.
 - b. Awareness of individuals' whereabouts at all times.
 - c. Notifying appropriate staff of safety hazards.
 - d. Being familiar with emergency evacuation procedures.
 - e. Being familiar with emergency first aid procedures and assists medical staff as necessary.
10. Completes training to include orientation training and ongoing training as outlined in state and federal rule and Crossbridge, LLC policies.
11. Acts immediately on complaints from staff regarding other staff, individuals, or the home (according to the Crossbridge, LLC's Policy and Procedures).
12. Models appropriate behavior to other staff and individuals.
13. Receives and maintains training in SAMS, to include:
 - a. Make consistent and accurate medication passes.
 - b. Follow all policy and procedures for medication passes.
 - c. Attend any in-services or staff meetings regarding medication passes.
 - d. Follow policy and procedure on infection control.
14. Communicates daily at change of shift to assure communication concerning individual's moods, behaviors, appointments, health, or any other significant information.
15. Completion of Individual Activity logs in an accurate and timely manner.
16. Assures activity schedules are being implemented.
17. Assists in scheduling and maintaining proper staff/individual ratio.
18. Responsible for notifying supervisors of behaviors, unknown injury (Administrator notification), individual to individual contact (Administrator notification), abuse, mistreatment, and neglect (Administrator notification).
19. Communicates professionally and effectively with all community, state, and federal organizations or business contacts involved with the Residential Habilitation.
20. Ensures all individuals attend scheduled meetings within the community.
21. Will attend and take part in all staff meetings and other meetings assigned by the Program Coordinator or the Administrator/Administrative Designee.

22. Treats all employees and individuals with dignity and respect.
23. Any other reasonable duty assigned to you either verbally or in writing by the Program Coordinator, Administrator, or Crossbridge, LLC.

Qualifications

- 18 years or older
- Must be a high school graduate, have a GED, or demonstrate the ability to provide services according to a plan of service.
- Be free from communicable disease. (*IDAPA Compliance: IDAPA 16.03.10.705.1.a*)
- Has satisfactorily completed a criminal history check in accordance with IDAPA 16.05.06, Criminal History and Background Checks.