

## **Residence Assistant**

**Full-time:**

2<sup>nd</sup> shift-Mon-Fri 3pm-11pm or 4pm-12am

## **Midnight Residence Assistant**

**Full-time:**

Nights vary and can include 5 nights a week 11pm-7am or 4 nights a week 10pm-8am

**Part-time:**

Friday and Saturday 10pm-8am

## **Weekend Residence Assistant**

**Part-time:**

Saturday and Sunday 8am-10pm

**PRN Residence Assistant:** sub as needed for any shift

Starting pay: \$14 with a \$1 shift differential for 2<sup>nd</sup> shift and a \$2 shift differential for 3<sup>rd</sup> shift and weekends

### **Minimum requirements:**

- At least 18 years old
- High school diploma or equivalent required
- Valid driver's license preferred (required for some shifts)
- 1 year of experience working with individuals with intellectual disabilities and/or autism preferred.
- Be in good health and free of mental and/or physical limitations which would interfere in dealing appropriately with the client's handicapping conditions and behavior disorders.
- Upon hire, submit to background checks, drug screen, tb test and work physical. We are unable to hire anyone with felony convictions, abuse or assault convictions. We are a drug-free workplace.
- Handle With Care Training upon hire and prior to first day of contact with students and maintain certification annually.
- CPR/First Aid training upon hire and prior to first day of contact with students and maintain certification.
- Upon hire, PREA and TennCare Fraud Training.

## **Job description**

Residence Assistants work in a house of 8-12 clients. You are responsible for providing services to clients and for the cleanliness of the residence during the shift. The primary responsibility of the Residence Assistant is the care and development of clients.

### **Essential Functions**

- Responsible for the development and maintenance of a warm, family-or home-like environment conducive to the achievement of optimal development by the clients.
- Follow methods of training in and documentation of self-help, social, daily living skills and behavior management.
- Participate in the client's IPP team in planning, implementing, monitoring, and reviewing of the client's IPP.
- Communicate household needs to the Residence Coordinator.
- Follow a nightly cleaning schedule and complete required, as well as needed tasks defined by supervisory staff.
- Complete a walk-through of the entire residence prior to completing shift to ensure the residence is being left in a clean and orderly manner.
- Responsible for administering medications as prescribed and complete the medication administration record documentation.
- Complete required paperwork in a timely manner.
- Communicate as needed with the Residential Director to provide input and suggestions that result in effective staff performance and program implementation including submitting completed reports, disciplinary actions and evaluations.
- Complete 24 hours of accredited in-service training annually.
- Perform other essential and marginal job functions as assigned.
- This position may require use of KDS vehicles in transporting students and occasionally personal vehicles on KDS business (non-transporting) and therefore a valid class D driver's license is preferred.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Disabilities and the organization's mission
- Occupational hazards and precautionary measures.

Ability to:

- Think and act quickly in the event of an emergency.
- Accept responsibility and use good judgment.
- Deal tactfully with co-workers, clients and the general public.
- Communicate verbally and in writing, with all individuals associated with KDS.
- Kneel, bend and clean on knees; perform a therapeutic hold that requires kneeling/sitting on knees for up to 15 minutes; holding an individual for 15 minutes; move furniture and lift items that weigh at least 40 lbs.; stock shelves which includes being able to lift items over your head and stack them onto shelves; mopping, sweeping, and moving chairs, tables and appliances.
- Be present at scheduled times and dressed according to policy guidelines.
- Learn and grow on the job.
- Act as a surrogate parent to client while supporting and respecting the client and his/her family.

The King's Daughters' School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.