



# Reach For Your Potential

**JOB TITLE:** Residential Facilitator  
**DIVISION:** Residential  
**REPORTS TO:** Service Coordinator

**REVISION NO.:** 10  
**REVISION DATE:** 1/2/2018

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## **POSITION SUMMARY:**

The Residential Facilitator is responsible for making sure the day-to-day needs of their assigned members are met. Residential Facilitators are the direct link to Service Coordinator in providing input about what the Individual Service Plan team needs to know as he/she is the member of the team that has the most direct contact. Residential Facilitators require excellent leadership, management, and communication skills to act as a role model for both Direct Care staff and the members.

## **ESSENTIAL JOB FUNCTIONS:**

- Assist Service Coordinators with the development and implementation of Individual Service Plans, Social Histories, Assessments, Releases of Information, Safety Plans and other member documents.
- Review member progress notes for quality and content.
- Attend and participate in member Individual Service Plan meetings.
- Write member quarterly reports.
- Maintain accurate and complete documentation of member goals and progress.
- Assist members and Member Financial Coordinator with finances including bill paying, checkbook balancing and budgeting.
- Responsible for the administrative aspects of their location including checklists, progress notes, and grocery/supply lists.
- Assist with all activities of daily living including toileting, feeding, and hygiene needs.
- Assist with the coordination of member residence cleaning and maintenance.
- Assist members in planning and implementing recreational choices including Special Olympics activities and vacations.
- Responsible for basic cares and needs of members such as haircuts, banking, laundry, shopping, cleaning and medication.
- Provide on-going training of new employees including providing training information, and monitoring new staff during the new hire period.
- Provide leadership and direction to Direct Care staff as needed.
- Transport members as needed for errands, groceries, family visits, banking, etc. and arrange transportation as needed.
- Attend and transport members to health care appointments as needed.
- Participate in a weekend on call rotation which includes taking calls from direct care staff between the hours of 5pm Friday until 8am Monday with issues regarding their shifts.
- Complete other duties as assigned.



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## **JOB REQUIREMENTS:**

### **EDUCATION/ EXPERIENCE:**

High School Degree or its equivalent.

### **SKILLS:**

Must be able to read, write, and communicate effectively with members and staff. Patience in working with disabled adults is necessary. Needs to have a caring attitude and be supportive and encouraging to members. A driving record that qualifies you to drive agency vehicles is required; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

## **SUPERVISORY RESPONSIBILITIES:**

General supervision is exercised over the Direct Care staff.

## **EQUIPMENT TO BE USED:**

Knowledge of how to operate typical household appliances including stove, microwave, dishwasher, etc. is preferred. Training for specialized adaptive equipment for individual members will be provided.

## **TYPICAL PHYSICAL DEMANDS:**

It is preferred that the employee is able to lift at least 50 lbs. Must be willing and able to assist with toileting and other activities of daily living as required.

## **WORKING CONDITIONS:**

Majority of work is done in each member's home or apartment, which may be a Reach For Your Potential site or a home or apartment in the community. Includes assisting members to attend community outings. Schedules are as determined by the Service Coordinator and may include day, evening, and/or overnight shifts with a maximum of one overnight per week and a minimum of one holiday per year. Participates in an on-call rotation. May be called upon to work overtime or odd schedules.

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Employee Signature

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Date

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Employee Printed Name