

GVRC - PROGRAM AIDE

GENERAL STATEMENT OF DUTIES: Performs a variety of support activities for facility staff and residents; works under supervision of a supervisor; performs related duties as required.

STATEMENT OF TASKS:

Provides supervision and instruction to residents in the maintenance of buildings and other tasks and may participate in the tasks;

Makes visual checks of area to account for residents' whereabouts and safety;

Serves as a member of the staff team by participating in the planning for the group or individual residents;

Keeps required records on residents' activities and behavior based on observation;

Provides assistance in controlling aggressive or disruptive behavior;

Assists in the supervision of the residents daily activity and assures safety and proper conduct;

Transports residents;

Performs routine custodial services;

Performs other related duties as needed.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of residents' needs, habits and characteristics of behavior;

Knowledge of basic equipment, procedures, and methods used in the maintenance of grounds, buildings, and vehicles;

Knowledge of basic computer skills;

Knowledge of basic methods, practices, and equipment of laundering services;

Ability to implement resident care group and individual treatment program objectives;

Ability to establish appropriate relationships and to get along with residents;

Ability to create and maintain records and write brief reports;

Ability to follow oral and written instructions;

Ability to communicate effectively with others;

Ability to successfully complete annual physical restraint training;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent AND one of the following;

Thirty (30) college semester hours – OR – one (1) year paid computer experience – OR

– one (1) year experience as a receptionist.

SPECIAL REQUIREMENTS:

Must successfully complete physical restraint training on an annual basis.

Established: July 10, 2002

Revised: March 19, 2009



Human Resources