

Residential Assistant

Full Time (32 hrs.), Entry Level, hourly, non-exempt

Essential Functions: Insure the overall health and safety of consumers and strive to have consumers understand and exercise their rights to the fullest extent possible. Provide training to consumers in the development of independent living skills including but not limited to, instruction in social skills, meal preparation, money management, sexuality, and hygiene.

Requirements:

- At least 18 years of age
- High School Diploma or GED/equivalent
- Valid New Jersey non-probation/non-provisional driver's license.
- Experience in working with the developmentally disabled is preferred, but not required
- Must be able to respectfully communicate well in English, both verbally and in writing with consumers, all levels of staff, family members and other persons in the community.
- Must be able to use good judgment in dealing with consumer issues/emergencies, as well as staff related issues.
- Must work well independently and maintain a good working relationship with supervisor.

Post offer requirements:

- Successful completion of all training, as required
- Post offer physical
- Negative Mantoux/chest x-ray every year.
- Must continue to hold a valid New Jersey non-probation/non-provisional driver's license.

Job Duties include, but are not limited to:

- Work effectively with all management staff and maintain communication.
- Know, understand and follow DDD Licensing Standards, Arc Personnel Policies, and The Arc Residential Policies and Procedures and assure likewise for all staff. Assure maintenance of all records in accordance with these policies.
- Ensure a secure, maintained home be setting high standard for routine home and vehicle maintenance, including a focus on preventative maintenance and reporting repairs in a timely manner.
- Assure the safe keeping of all consumer money by being responsible for keeping records and receipts as required. Assisting the consumer with their routine banking needs. PNA, PTF, and other miscellaneous funds the consumer may have at their disposal.
- Be responsible for petty cash including staying within budget, keeping accurate records of expenses and maintaining receipts as needed for living expenses.
- Complete incident reports, check for completeness and accuracy and submit according to required time frames and guidelines.
- Teaching daily living skills as detailed in the consumer's IHP.
- Recognize each individual consumer's strengths and adaptive limitations to assure each individual is receiving his/her required level of support across all environments.
- Protecting their rights, teaching them to exercise their rights, and supporting them to live up to their responsibilities.
- Observing each consumer's right to confidentiality.

- Assisting consumers in maintaining a routine of communal living by serving as a supportive companion, advocate and teacher to each consumer by providing effective on-sight training.
- Transport consumers as required.
- Assisting with identifying needs and seeking out the proper resources to address them.
- Assist with maintaining a professional liaison and communication with consumer families, guardians, employers, day program staff, other agency staff, DDD staff and professionals in the community such as physicians, counselors, etc.
- Participating in and planning recreational/leisure activities with the consumers and the staff.
- As assigned, being responsible for medications including administration, record keeping, proper storage, proper quantities, review and follow-up of errors, etc. Additionally, scheduling regular medical and dental appointments to assure the consumers' timely effective medical treatment both as required and needed, thus ensuring each consumer a safe and healthful life.
- As assigned, providing the appropriate level of support needed to plan and prepare well-balanced meals and complete grocery shopping.
- As assigned, being prepared for and being present at meeting involving the consumers (Admissions, IHP, House Meetings).
- To attend monthly staff meetings and trainings as required.
- Assisting with maintaining organized and up-to-date resident files.
- Assure completion of documentation responsibilities as assigned.
- Cooperate with The Arc and Division/Department staff in any inspection or investigation.
- Perform all other duties as assigned by supervisor.

Working Conditions/Hazards: Work is active and is performed within the consumer's home as well as in the community. The behavior of consumers may change dramatically due to environmental or medical conditions among others, which may, at times, create hazardous situations. Lifting of heavy objects, or persons may be required. You may be required to drive large vehicles. You may have exposure to individuals with Hepatitis B, a blood borne pathogen. You may provide individual support offered in a dignified fashion in the areas of toileting, showering, menstruation, and any other areas of hygiene, ranging from intermittent to pervasive levels.

The above position requires the completion of a survey.

[Click here to begin the survey.](#)

Once you have completed the survey, download, complete and fax, email, mail or drop off your completed application for employment. In order to be considered, both have to be completed.

[DOWNLOAD THE EMPLOYMENT APPLICATION.](#)

The Arc of Atlantic County
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The Arc is an equal opportunity employer