

Substitute Residential Assistant

Temporary Support Personnel, non-exempt, hourly

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:

- Report to work at programs as scheduled with the regular group home staff.
- Contact program with as much notice as possible if you must cancel for a scheduled shift.
- Be available to work until the next shift relieves you which may require staying late in the event of an emergency situation.
- Treat residents with respect, as adults, and try to promote resident's independence in all areas as consistent with arc philosophy.
- Read and maintain familiarity with The Arc's policy and procedure manual, operating manual, and resource and act in accordance with these manuals while working.
- Do required documentation in a complete legible, and timely fashion. (This will include keeping information in the daily log, filling out your timesheet as you work, completing training records, and using the van mileage log, etc.).
- Teach daily living skills as detailed in residents' IHPs and by supervisors.
- Participate with residents in recreation/leisure activities as planned.
- Assist residents in using "spare" time constructively and to participate in training/community/program or miscellaneous leisure time activities.
- Promote the routine of communal living and activities by facilitating constructive interaction among the residents.
- Cooperate with The Arc and Division/Department staff in any inspection or investigation.
- Perform other duties as assigned by program managers or supervisory staff.

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