

RESIDENTIAL SPECIALIST

GENERAL STATEMENT: The full-time Residential Specialist will be scheduled for 40 hours per week. The relief/part-time specialist will be scheduled for varying hours, not to exceed 30 hours per week. The Residential Specialist is responsible to operate as a team member in providing services to residents with mental health issues and chemical addictions.

SPECIFIC PROGRAM DUTIES:

1. Documents files in an accurate, concise and professional manner to meet NYS and Federal licensing requirements.
2. Actively seeks involvement of residents and significant others in program planning and progress assessments.
3. Provides services which are intended to assist residents to fulfill their goals and expectations.
4. Assists and teaches Activities of Daily Living (ADL) skills to residents.
5. Completes service plans for residents in conjunction with the Supervisor, Senior Specialists, residents and collateral contacts as directed by the resident.
6. Supervises the self-administration of medication on a daily basis to ensure all medications have been ingested by the residents as prescribed.
7. Reviews medication book on a daily basis to ensure that all medications have been received as prescribed.
8. Ensures all medications are ordered and delivered to the Residence when necessary.
9. Plans and implements on-going sober recreation/socialization activities with residents both within the residence and in the community.
10. Maintains confidentiality of all case records and patient information in accordance with HIPAA Regulations.
11. Provides transportation to residents as directed.
12. Assists in the maintenance of the program site and property in regards to cleanliness, removal of debris/snow from sidewalks and minor maintenance issues.
13. Conducts random room/property searches as directed.

CRISIS MANAGEMENT:

1. Provides support and assistance in crisis/problematic situations.
2. Informs direct supervisor and/or administrator on call regarding incidents.
3. Follows up to ensure completion of Incident Reports.

ELECTRONIC MEDICAL RECORD:

1. Ensures all documentation and entry into the electronic medical record is accurate and timely.
2. Follows training instruction at all times when utilizing the system and seeks support from designated staff when appropriate.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principle duties and responsibilities enumerated are all essential job functions.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or GED, Associate's Degree in Human Services preferred.
- At least one year experience in a mental health setting and/or experience working with individuals abusing and/or addicted to alcohol and/or drugs, is preferred.
- Must possess a valid NYS Driver's License.

Helio Health provides equal opportunity to all employees and applicants for employment, without regard to race, creed, color, sex (including pregnancy, gender identity and sexual orientation), parental status, religion, national origin, citizenship, status as a victim of domestic violence, age, military or veteran status, handicap or disability, family medical history or predisposing genetic characteristics or carrier status, marital status, family status, political affiliation, felony conviction record, status as a victim of a crime, or status as an employee who has complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit, or any other categories, status or activity protected by federal, state or local Law.