



Job Descriptions  
Policy # 2-002  
Implemented: 03/09/94  
Revised: 03-29-13

### RESIDENTIAL TRAINING SPECIALIST - JOB DESCRIPTION

**JOB SUMMARY:** The Residential Training Specialist (RTS) provides services to the consumer which will help the individual meet daily living needs, for without this help, they may require institutionalization. The RTS will supervise and assist the consumer in the implementation and further demonstration of all ISP goals, and provide input to the support team to guarantee the consumer reaches his/her highest potential and functioning level. The RTS will assist in or perform the duties outlined below in accordance with the ISP:

- All items of a consumer's ISP which specifically indicate Wynn-Reeth is responsible for completing;
- Personal interaction to assist the consumer to reach and maintain the highest level of appropriate social skills;
- Implementing Behavior Support Plans for all consumers that have them;
- Assisting with bladder and/or bowel elimination or problems, including helping the consumer to and from the bathroom, or assisting the consumer with bedpan/brief routines;
- Assisting the consumer with medications, as required. This will be done in accordance with all medication administration regulations set by DODD;
- Cleaning and arranging for maintenance of equipment according to need;
- Using and maintaining the company vehicle(s) according to policy;
- Performing household services essential to the consumer's health and comfort in the home (for example, changing bed linens, or rearranging furniture to enable the client to move about easily in his/her home);
- Assessing, monitoring, and supervising the consumer's safety, health and welfare;
- Cleaning the home in areas used by the consumer;
- Completing all work on shift before leaving;
- Reporting any needed repairs to the HMS or administration;
- Incidental neighborhood errands as necessary, including accompanying the consumer to medical and other appropriate appointments and accompanying the consumer on short walks and other activities outside the home;
- Knowing all emergency policies and performing first aid and CPR if necessary;
- Completing documentation as assigned;
- Reporting directly to the Home Management Specialist;
- Maintain professional conduct & appearance at all times;
- Any other duties as assigned per client ISP.



**TRAINING AND EXPERIENCE:**

Previous experience in hospital, nursing home, health care or long-term care setting is desirable, but not mandatory. Will receive training and orientation as per policy.

**WORKING CONDITIONS:**

The RTS may work in a variety of conditions due to the tasks required of the position. These conditions are predominately well lighted and ventilated locations which will require that the employee; sits, stands, lifts and moved intermittently. The HMS is subject to; frequent interruptions, potentially hostile and emotionally upset individuals, falls, burns from equipment, odors, exposure to infections such as AIDS and Hepatitis B Viruses, waste and diseases. The RTS is prohibited from smoking while working.

The RTS will be involved with customers, consumers, agency personnel, visitors, government agencies and personnel, and must be able to communicate professionally with each of these people. The employee must also possess a willingness to work beyond normal working hours, on weekends and on holidays when necessary.

The RTS must understand that, once on the work schedule for any shift, they may be moved to alternate locations as long as it is for the same period of time. The administration reserves the right to change the location of the RTS' assigned shift if it is necessary to ensure all consumers receive the proper level of support during periods of emergencies. All permanent schedule changes will be submitted to the HMS in writing.

**SPECIFIC REQUIREMENTS:**

The RTS must;

- Write and use English language in a legible and understandable manner
- Must have a valid driver's license, reliable transportation and current auto insurance.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess the ability to deal tactfully with personnel, clients, family members, visitors, government agencies/personnel, and the general public.
- Be a minimum of eighteen (18) years of age.
- Possess the ability and willingness to work harmoniously with professional and non-professional personnel.
- Have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult individuals.
- Be willing to seek out new methods and principles and be willing to incorporate it into existing practices.
- While working each staff shall have the employee ID. While in the community the employee ID must be worn.



**PHYSICAL REQUIREMENTS:**

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with individuals, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the home.
- Must be able to lift a minimum of 50 pounds.

**BACKGROUND CHECKS**

Before being considered for employment, each applicant must satisfactorily pass reference checks, and may be processed through the Ohio Professional Electronic Network (OPEN) to immediately ensure that he/she does not have any criminal convictions on record that may prohibit their employment with this agency. In addition to OPEN checks, the new hire will be fingerprinted and submitted to BCI&I for criminal background checks. All background checks must be returned to the office of Wynn-Reeth, Inc. within sixty days from the date of hire, and free from disqualifying convictions in order to continue an active employment status. In the event that the background check would reveal any disqualifying convictions, the employment will be immediately terminated. The employee must immediately provide written notification to the Human Resource Department any time their driving privileges are revoked or suspended. See policy 1-030 for more information.

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Residential Training Specialist and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Residential Training Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administration