

PLUMAS COUNTY
REVISED: 10/2016

RESIDENTIAL CARE FACILITY ATTENDANT

DEFINITION

Under general supervision, to provide client supervision and assistance for residents of Sierra House; to facilitate social skills development and socialization; to support in developing personal hygiene and activities of daily living (ADL'S); to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class for the provision of a variety of basic support services for clients residing at the Sierra House. This position does not require licensing as a clinician, but applicant must pass finger printing and background checks.

REPORTS TO

Residential Care Facility Supervisor and/or Residential Care Facility/Drop-In Center Continuing Care Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Works in coordination with professional Mental Health and Behavioral Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Continuing Care Coordinator if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for clients.
- May have responsibility for development and implementation of a specific therapeutic activity.
- May develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of mental health program support assignments.
- Develops and coordinates shift schedules.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- May prepare and/or cook food for residents.
- And other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range, and verbal and written communication, use of office equipment including computers, telephones, calculators, copiers, and FAX machines.

TYPICAL WORKING CONDITIONS

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of principles and trends of providing mental health services to clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of clients with mental illness.
- Recreational activities.
- Scope and availability of community and mental health and behavioral health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

Ability to:

- Perform a variety of client facilitation and support services.
- Develop and maintain the confidence and cooperation of clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client treatment plans.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records.

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TRAINING AND EXPERIENCE

Qualifications needed for this position:

Six (6) months experience with direct patient or clients contact work in the health care or human service related fields.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License at the time of appointment. The valid California Driver's License must be maintained throughout employment.

CPR certification, First Aid training, and ServeSafe certification are required.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.