

## **COMMUNITY CARE HOUSE ATTENDANT I**

### **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 class for the provision of a variety of basic support services for Mental Health 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**

Community Care House Manager and/or Continuing Care Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **COMMUNITY CARE HOUSE ATTENDANT I - 2**

### **EXAMPLES OF DUTIES**

- Works in coordination with professional Mental Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Mental Health staff 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 Mental Health 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.
- 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, 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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### **Knowledge of:**

- Basic knowledge of principles and trends of providing services for mental health 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 mental health clients.
- Recreational activities.
- Scope and availability of community and mental health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

### **Ability to:**

- Perform a variety of mental health client facilitation and support services.
- Develop and maintain the confidence and cooperation of mental health 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 for Sierra House.

## **COMMUNITY CARE HOUSE ATTENDANT I - 4**

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Any experience working with clients is desirable.

### **SPECIAL REQUIREMENTS**

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