

LEAD COMMUNITY CARE HOUSE ATTENDANT

DEFINITION

Under supervision of the Community Care House Manager, will provide lead and work coordination for the Sierra House Residential Care Facility; will monitor and replenish food and house supplies for facility; Coordinate staff shift schedules; monitor client compliance to treatment plan for activities of daily living (ADL's), personal hygiene, and socialization needs; will coordinate with the treatment team regarding client progress and treatment needs, and to so related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead supervision level in the Community Care House Attendant class series. This position is distinguished as a lead position in that the Lead House Attendant acts under the direct supervision of the Community Care House Manager and the Community Care Coordinator to provide over site of the operation of the Board and Care Facility. This position does not require a professional license, but must pass finger printing and background check.

REPORTS TO:

Community Care House Manager, Continuing Care Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead supervision to Community Care Attendants in coordination with Community Care House Manager or the Continuing Care Coordinator.

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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.
- May be required to work different shifts as the need arises.
- 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; written and verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX and ability to effectively communicate.

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.

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 information.
- 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.

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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:

One (1) year of experience with direct patient or client contact work in a mental health, alcohol and drug medical or human setting. Experience in a lead capacity 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.