

Peace of Mind of Duluth, Inc.

SAMPLE JOB DESCRIPTION

Wage starts at \$13.00/hour

Benefits include Personal Time Off (PTO), Health Benefits, Performance Incentives, and a Retirement Plan.

Knowledge:

- Maintain an understanding of the licensing requirements sufficient to ensure compliance throughout the 245D program
- Knowledge of person-centered planning and service delivery
- Knowledge of 245D outcomes and assessments to ensure compliance
- Knowledge of general human services and direct care interventions to help people that experience mental, physical, or a combination of health needs
- Knowledge of and daily implementation of person-centered planning in specific location of program within Peace of Mind
- HIPAA
- Knowledge of Peace of Mind policies and procedures for administrating the compliance of client and resident rights, vulnerable adult, and maltreatment

Skills

- Coach, mentor, and teach Direct Care Team Members and Assistant Designated Coordinators in the Direct Team Member Job Description
 - ADLs
 - IADLs
 - 245D services
 - Resident care and supervision inside program and in community
- Complete Direct Care Team Member duties when necessary
- Communicate expeditiously using various medias with designated coordinators, designated managers, and the leadership team

- Coordinate and collaborate with families, social workers, doctors, and other providers
- Leadership skills to support and coach team members
- Assist with and complete residents' personal needs shopping and financial logs/budgeting, and reports

Abilities

- Work 80% of hours in a direct care team member role
- Collaborate with team members to facilitate group outings and activities
- Assist with on-call duties
- Collaborate with managers and nurses to assist in resident care and needs
- Attend team management meetings
- Assist in team member development, including new team members and ongoing leadership for all team members
- Address resident and team member concerns
- Facilitate quarterly fire and emergency drills, CPR, and resident-specific emergency drills
- Complete plans of care and needs
 - Residents' daily progress notes
 - Residents' plans of care
 - Residents' safety and risk management plans
 - Residents' annual reviews (Medical Assistance and Waiver)
- Budget resident and house needs

Other Characteristics/Qualifications

- Classified as a full time hourly team member working at least an average 36 hours a week.
- Ability to successfully meet physical abilities/responsibilities of resident and house needs without limitations
- Successful completion of all Peace of Mind trainings and compliance with Peace of Mind policies and procedures
- Above satisfactory job performance
- Valid driver's license
- Reliable phone communication for on-call purposes
- Computer skills/experience specifically with Word and Excel required