

## Alternative Living Concepts

### Employee Requirement Checklist & Job Description

1. Completed Application
2. Job Description
3. High School Diploma or G.E.D/ Degree
4. Copy of Driver's License- 18 years and older
5. Physical (no older than 1 yr.)- Every 2 years after
6. TB Test and Results- Every 2 years after
7. Background Checks
  - a. FBI Clearance – if residing in PA less than 2 years
  - b. PA Criminal Background Clearance
  - c. LEIE, SAM, DHS Mediceck
8. First Aid Certification (within 6 months of employment)
9. CPR Certification (within 6 months of employment)
10. W-4 /local income tax form
11. Grievance Procedure/ Instruction Acknowledgement
12. Nondiscrimination/ Equal Employment Opportunity
13. Drug Test Consent
14. Text Messaging Consent
15. Work location policy
16. Direct Deposit & voided check
17. New staff policy signed
18. Training
  - a. New Staff Orientation
  - b. Staff Training (with 30 calendar days of employment/ 12 months prior to employment)
    - i. Mental Retardation
    - ii. The Principles of Normalization
    - iii. Rights & Program Implementation
    - iv. Rights
  - c. Everyday Lives
  - d. General Fire Safety Orientation
  - e. Fire Safety- Expert
  - f. Annual Training

## Alternative Living Concepts

### Employee Requirement Checklist & Job Description

#### *Residential Advisor*

- **Duties:** provide companion support to individuals with retardation and other disabilities in a community home setting. Complies with Chapter 6400 Regulations, the Department of Human Services standards, and Alternative Living Concepts policies and procedures and instructions from supervisory staff. Ensures the health, safety, and welfare of the individuals supported. Reports to Alternative Living Concepts supervisor.
  
- **Responsibilities:**
  1. Supports the achievement of individual's personal outcomes.
  2. Implements individual's Community Life Plans.
  3. Accompanies individuals on recreational and shopping trips with house staff.
  4. Engages individuals living within the house with leisure activities such as arts, crafts, and games.
  5. Provides general assistance to the individuals in the home with implementing their activities of daily living.
  6. Completes documentation as it relates to your job responsibilities.
  7. Communicates and resolves individual concerns with the Alternative Living Concepts' supervisor and attends general staff meetings.
  8. Complies with instructions given by the supervisor in the event of a crisis situation.
  9. Serves as a model to the appropriate language, dress, and behavior.
  10. Receives 24 hours training annually, relevant to Human Services.
  11. Assumes other responsibilities as required.
  12. Will take individuals on doctors' appointments, medication administration, and transportation of individuals in their own vehicle or agency vehicle.
  13. Receive medication administration training and be allowed to transport individuals in the vehicle or agency vehicle under defined conditions.
  14. Complete chores according to chore list.
  15. Follow all instructions, and/or **policies** and/or given by supervisory staff.
  16. **NEVER TAKE AN AGENCY VEHICLE WITHOUT VERBAL AND/OR WRITTEN PERMISSION FROM SUPERVISORY STAFF.**

**QUALIFICATIONS:** High School Diploma, or associate's, or bachelor's, or master's degree, and at least 18 years of age. **MUST BE ABLE TO PASS MEDICATION ADMINISTRATION TEST.** A drug test may be administered.

**EQUAL EMPLOYMENT OPPORTUNITY-** Discrimination in employment because of race, color, religious creed, national origin, ancestry, sex or age is **PROHIBITED**