

## **OMH Residential Services / Mental Health Resident Assistant**

*Responsible for assisting residents with a variety of person-centered services, i.e. advocating for, encouraging, guiding, and assisting residents in developing daily living skills and habits as each resident strives toward recovery and independence outside of a congregate care community residence program.*

**Supervisor:** OMH Residential Services Program Supervisor or Designee

### **Minimum Education/Qualifications:**

- High School Diploma **or** GED **or** higher degree **AND**
- Six (6) months to one (1) year working with a vulnerable population (e.g., OPWDD, OMH, psychiatric clinic or community -based residential setting)
- Experience assisting a vulnerable population with daily living skills.
- Knowledge of case management, and service coordination
- Ability to demonstrate good housekeeping, cooking, laundry skills.
- Microsoft Office Suite i.e., Word, Excel
- Demonstrated ability to document and communicate in an effective written/oral manner.
- Valid driver's license and ability to be insured as an Arbor agency driver (per underwriting guidelines)

### **Key Job Functions:**

- Support and promote resident's health and safety.
- Coach and encourage residents to develop daily livings skills i.e., personal hygiene, cooking, laundry, etc.....
- Provide a clean, safe, and comfortable home environment.
- Assist and work in collaboration with residents in creating and implementing their Individual Service Plan (ISP),
- Encourage and guide residents in developing their personal choices and goals.
- Support resident's desired outcomes as they strive to transition to the least restrictive living environment.
- Promote community integration and ability to navigate safely and independently within the community.
- Monitor medications in collaboration with resident's physicians and therapist.
- Develop resident relevant education and training materials for group discussion.
- Ensure fire alarms, smoke detectors and carbon monoxide detectors are in working order.
- Keep all entrance and exits clear of any obstacles and trip hazard, to ensure the safety of all.
- Attend position appropriate trainings as required.
- Other duties and or special projects as assigned by OMH Residential Services Program Supervisor or Designee

### **Arbor Housing and Development Expectations:**

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact your immediate supervisor and/or on call designee for guidance.
- Stay at the work site until a replacement arrives at no time will a congregate care community residence program be left unstaffed.
- Adhere to AHD and Residential Services Policy and Procedure Manual as it pertains to Employee/Client boundary policy and procedure.
- Complete, clear, timely documentation
- Effectively discharge the key job functions of your job in accordance with OMH rules and regulations, Residential Services Policy and Procedure Manual, AHD Code of Conduct and Standard of Acceptable Behavior
- Support a Non-Discrimination/Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual

### **Physical Demands / Environment**

- Bending, stretching, and standing for long periods of time
- Lift, push or pull 25 to 50 pounds.
- Required to stay awake and alert always; should avoid placing yourself in reclining, or lounging position.
- Congregate care community residence in Bath, Corning and Hornell, NY
- Scattered RITE apartments in Bath, Corning and Hornell, NY

*Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.*