

# Adult Family Home (AFH) Caregiver

*Chileda's mission is to improve the quality of life for individuals with cognitive and behavior challenges. Chiledda's goal is to help residents increase their appropriate social behaviors and develop independent living skills, through an enriched learning environment and individualized service plans. Chiledda's population includes individuals with special needs including Autism, Traumatic Brain Injury, Attachment Challenges, related developmental delays, and intensive behavioral needs.*

CLASSIFICATION:  
NON-EXEMPT

WORKERS SUPERVISED:  
NONE

VALUES:

SAFETY  
COMPASSION  
LEARNING  
COLLABORATION  
RESPECT

**SUMMARY:** AFH Caregivers work directly with our residents to teach important life skills including independent living skills, community integration, activities of daily living (ADL's), social and communication skills, and behavior modification. Work on Individualized goals as outlined in the residents' Individualized Service Plan (ISP)

## **REQUIRED EDUCATION & EXPERIENCE:**

- Must possess a high school diploma or equivalent.
- Must be at least 18 years old.
- Must demonstrate behavioral skills and judgment conducive to role modeling appropriate skills for residents.
- Experience working with individuals with developmental disabilities is preferred.
- Must possess a valid drivers license.

**GENERAL HOURS OF DUTY:** Full or part time, Monday through Friday, every other weekend and rotating holidays, and overtime as approved. 1<sup>st</sup> shift hours are between 6am-2pm. 2<sup>nd</sup> shift hours are between 2pm-10pm. 3<sup>rd</sup> shift hours are between 10pm-6am. Shift lengths and times may vary.

**REPORTS TO:** AFH Program Director and AFH Assistant Manager

## **JOB DUTIES:**

- Provide supervision of residents of group home.
- Assist the residents with personal cares which may include, but not limited to, all or some of the following: bathing, grooming, fingernail/toenail care, brushing teeth.
- Ensure residents take prescribed medications including administering medications, as needed.
- Help each resident reach and maintain the highest level of performance and independence.
- Perform light housekeeping duties that clients can't complete on their own.
- Perform minimal maintenance duties as necessary (i.e.-plunging a toilet, changing a light bulb, etc.)
- Implement treatment as outlined in each residents Individualized Service Plan (ISP).
- Transporting residents to activities as needed.
- Prepare meals for residents and assist in teaching residents how to prepare meals.

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- Complete daily resident documentation by the end of each shift.
- Use a Trauma Informed Approach by communicating with and about residents in a respectful, positive, and age- appropriate manner while consistently using a therapeutic tone even in high stress situations.
- Encourage individuality of residents by allowing self-expression and opportunities to make choices throughout their day.
- Review expectations with residents prior to, activities, or events.
- Help residents to understand their rights by offering opportunities for self-advocacy.
- Use Crisis management techniques taught in trainings including verbal de-escalation, creative redirection, topic changes, and allowing space and time for processing during a crisis.
- Use least restrictive technique including blocking and moving, allowing space, and redirection when danger is present.
- During de-escalation and while building therapeutic rapport offer comfort support and encouragement.
- Demonstrate patience when residents are experiencing challenging times.
- Keep residents actively engaged in meaningful activities throughout the shift as outlined in the programming schedule.
- Stay current and follow all Individualized Service Plans (ISP's) and restrictive measures (as applicable).
- Teach communication skills through use of sign language, PECS, communication boards, Go talks, and other supports that may be needed.
- Promote independence in the residents through the use of individualized supports such as visual schedules. Model and teach appropriate social skills through respectful interactions with all residents, supervisors, and co-workers.
- As a mandated reporter, report any witnessed or reported violations of Chileda's policies or procedures, including any concerns abuse or neglect.
- Provide residents with basic first aid for minor cuts and scrapes. Ensure a safe and clean environment by removing damaged items, ensuring bedrooms, and living areas are clean, and reporting maintenance needs to the AFH House Manager.
- Build a rapport with assigned residents by talking about areas of interest and engaging in activities with the resident.
- Demonstrate knowledge of emergency procedures by participating in emergency drills such as fire evacuation, severe weather, tornado, and disaster plan.
- Encourage and support co-workers especially in high stress situations.
- Complete all assigned trainings within the designated time frame and complete at least 24 hours of training annually.
- Attend monthly House Meetings.
- All other job duties as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the Job Duties of this position. While performing the duties of this job, there is frequent physical interaction with residents in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis

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Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint. Must be able to talk and hear to communicate with and exchange information with co-workers. Employee must be able to perform all essential functions without direct risk of harm to others or themselves. Please see Essential Functions document for specific position physical demands.

**WORK ENVIRONMENT:** he Adult Family Home is situated in a residential community. Time will be spent in the home and community with the residents.

**DISCLAIMER:** The statements of this Job Description are intended to describe the general nature of the work being performed and are not assumed to be a complete list of tasks. This Job Description does not establish a contract and are subject to change at Chileda's discretion at any time. Employment at Chileda is at-will. Employment at-will means that Chileda may terminate or change the status or your employment at any time, with or without reason, and with or without notice.

## **RECEIVED BY:**

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Employee Signature

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Date

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Employee Name (Please Print)

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Supervisor Signature

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Date

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Supervisor Name (Please Print)