

## Job Description

<b>Job Title:</b>	Home Living Assistant
<b>Employment Location:</b>	Circle of Nations Dormitories 832 North 8 <sup>th</sup> Street Wahpeton, ND 58075
<b>Department:</b>	Residential
<b>Immediate Supervisor:</b>	Dormitory Manager
<b>Pay Status:</b>	Non Exempt
<b>Calendar Classification:</b>	9- Month Staff
<b>Terms of Employment:</b>	Salary and work year to be established by the school board.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
<b>Education/Qualifications:</b>	32 credit hours. Prefer AA degree in mental health or equivalent course work in related field. Subject to background checks of child abuse. Must be able to read, write, and maintain records with accuracy. Be in good physical condition and physically mobile. Must either possess or be able to become Red Cross Certified Provider. Must have worked with Native American youth, prefer at least three (3) years in a cultural setting. Must possess a valid driver's license. <b>Prefer a Class A or B CDL license. Minimum requirement ability to obtain a Class C CDL license with a Passenger and or School Bus Endorsement.</b>
<b>Physical Activity:</b>	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
<b>Physical Requirements:</b>	Employee shall be able to exert up to <b>&gt; 100</b> lbs of force occasionally and up to <b>25 -50</b> lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
<b>Mental Requirements:</b>	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
<b>Working Conditions:</b>	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

### Management responsibilities

- Provide for the emotional, social, physical and educational needs of the child.
- Provide the basic needs of food, shelter, clothing and safety of the child.
- Monitor the child's behavior. Provide appropriate interventions including referrals to other programs. Follow behavioral discipline and positive intervention procedures.

- Provide guidance to child on everyday living skills. Communicate with genuine respect, concern, empathy, and positive regard to the child.
- Provide a safe, secure, clean, and organized home living environment.
- Perform housekeeping, laundry, and related environmental health duties.
- Demonstrate a professional relationship with the children.
- Demonstrate professional confidentiality as guaranteed in parental rights.
- Incorporate Native American culture into activity program.
- Other duties as assigned by the Dormitory Manager, Residential Director and/or designee.

### Teamwork and Collaboration

- Consult with dorm manager prior to a child referral to professional counseling staff.
- Participate in Special Education child multidisciplinary team meetings.

### Communication and Documentation

- Responsible for written documentation and strict confidentiality of all residential program records and information, including student behavior and health records, incident reports, and mandated reporting to other agencies.

### Training and Professional Growth

- Must be able to obtain the appropriate certification, licensing requirements or training in the following areas
- Crisis Prevention Intervention (CPI)
- Cardiopulmonary resuscitation (CPR)
- Automated external defibrillator (AED)
- First Aid
- Medication Administration
- Suicide Prevention
- Child Abuse and Mandated Reporting requirements and procedures
- Confidentiality requirements and laws
- Family Education Rights and Privacy Act (FERPA)
- Suicide Prevention
- Student Rights
- Student Check out Policy
- Continuity of Operations Plan (COOP) Plan
- Blood Borne Pathogens
- Emergency Response Plan (ERP)
- Fire Safety and Fire Drills
- Serve Safe
- Must possess a valid driver's license in performance of residential duties.
- Participate in scheduled meetings, training sessions, and professional development.

### Supervision/Safety/Student Management

- Report symptoms of illness, injury, physical abuse, chemical abuse and other health and safety issues to dorm manager and nurse. Knowledgeable of first aid procedures. Consult with dorm manager prior to a referral to chemical dependency counselor. Follow mandated reporter procedure for suspected child abuse or neglect.
- Reinforce rules, routines, and expectations for structured group living.
- Plan and supervise weekly educational, physical, cultural and leisure time group activities with children. Maintain recreational equipment. Prepare and clean activity area.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

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Employee

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Date

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Administrator

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Date