



Job Description

Job Title: ISS (Instructional Staff Support)

Immediate Supervisor: ISSS (ISS Supervisor)

As a member of the residential training team, you will be actively involved in the lives and direction of our residents. You will be instrumental in providing a safe home-like environment while assisting the residents to be as independent as possible, and helping them make choices that are appropriate for their well-being and lives. A nurturing approach and the development of the residents are the primary responsibilities for this position.

1. Job duties (failure to adequately or consistently perform any or all of the duties below may result in disciplinary action, up to and including termination.

Duty	General Description
Activities of Daily Living (ADL's)	Assist residents as needed in all A.D.L.'s, including bathing, toileting, dressing, oral hygiene, and other personal care tasks. Encourage each resident's independence and provide for follow up as needed. Encourage and support residents in group or individual recreational and social activities.
Certifications	Maintain current certifications in: CPR/First Aid, Food Handlers, HIV/AIDS training, OSHA/Bloodborne Pathogens and DSHS background checks.
Community Activities	Encourage and supervise residents in group and/or individual recreational community activities.
Food handling	Food preparation in accordance with residents' dietary needs. Ensure proper storage of all food. Maintain and update inventory of all food items.
Housekeeping	Laundry, dishwashing, sweeping, vacuuming, cleaning common areas, restrooms and resident rooms on a regular and/or as needed basis, or as directed by supervisor or management.
Other	Perform all other reasonable tasks as assigned.
Resident Health	Observe and report all changes in residents' mental, physical and/or emotional status to the shift supervisor, consulting nurse and/or management. Assist or facilitate repositioning of residents as directed or as scheduled in resident care plans.

Resident Power and Choice	Encourage all residents to participate in making appropriate power and choice decisions.
Resident Program Plans	Consistently maintain knowledge of all resident program plans and implement their intent.
Resident Records	Maintain all resident records and complete daily documentation.
Safety	Assure all safety measures and program emergency plans are followed. Give assistance to others as needed and as appropriate.
Staff Trainings and Meetings	Attend in-service trainings and staff meetings as required.

2. Required skills or knowledge: You must have excellent caregiving skills, be self-motivated and have good common sense.
3. Required education: High School Diploma or G.E.D. State Certification
4. Required licenses, permits and/or certifications (see Policy Manual for applicable timeframes for obtaining required licenses, permits and/or certifications:
 - a. Must pass a Washington State Criminal History Background Check and an FBI Criminal History Background check.
 - b. CPR
 - c. First Aid
 - d. Food Handlers Permit
 - e. Bloodborne Pathogens
 - f. DD Specialty Training
 - g. Mental Health Specialty Training
 - h. Safety Training
 - i. Home Care Aid (unless exempt – see Policy Manual)
 - j. Valid driver’s license and insurance (if transporting residents)

Signature: _____ Date: _____