

## Job Description

**Department:** PASSAGE

**Position:** Resource Assistant

**Responsible to:** Department Supervisor

**Position Description:** Resource Assistant develops and maintains department resources and offers technical assistance, mentoring, and support to Adaptive Skills Trainers and participants.

### **Duties & Responsibilities**

#### **A. Quality Assurance**

1. Maintain charting and recording systems to manage the following documentation:
  - a. Individual Participant Department Files, Interdisciplinary, Scheduling and Progress Notes for each participant.
  - b. Yearly Individual Service Plans and semi-annual reviews.
  - c. Design and effectively deliver in-service departments to train staff in use of charting and recording methods.
  - d. Collect and organize data. Maintain a database for participant information and generate reports as requested by Department Supervisor and Behaviorist.
  - e. Record and maintain photographic, video, and audio records as requested by the Department Supervisor.
2. Participate in Southside quality assurance committees.
  - a. Direct a quarterly PASSAGE case file review committee.
  - b. Participate on the Safety Committee.
  - c. Participate in committees as requested by the Department Supervisor.
3. In a timely proactive fashion, bring to the attention of the Department Supervisor any department issues which cannot be resolved by AST staff and the Resource Assistant.

**B. Department Resource Development**

1. Assist in the development of generalized department program designed to enrich a participants growth in the following areas:
  - a. Life Skills
  - b. Communication Skills
  - c. Vocational Skills
  - d. Recreation and Leisure Skills
  - e. Community Integration & Volunteerism
2. Assist in the adaptation of the generalized department program so that each participant can achieve success.
3. Assist in the acquisition, development, and maintenance of job sites.
  - a. Act as a liaison between the Passage Department and job site administration.
  - b. Provide ongoing monitoring of service delivery at job site.
  - c. Provide the Department Supervisor proactive update on job site developments.
4. Develop and maintain a community resource data base which provides recreational, leisure, and educational activities/ opportunities for participants, etc.

**C. Support and Training to Staff**

1. Provide training and technical assistance to AST staff in areas of participant skills assessment, task analysis, curriculum development, self-advocacy, Individual Service Plans, Person Centered Plans and behavior intervention techniques.
2. Train and assist ASTs in designing individualized participant schedules as assigned by the Department Supervisor.
3. Assist and train ASTs to individual and group participant departments.
4. Be familiar with psychotropic drug reactions as they relate to participant's performance and behaviors.
5. Provide support, help troubleshoot, and make recommendations regarding participant departments as assigned by the Department Supervisor.

6. Investigates, troubleshoots, and assists in the development strategies for participants experiencing crisis periods as assigned by the Department Supervisor.
7. Perform other various duties as requested by the Department Supervisor.

**D. Support and Training to Participants**

1. Substitute for AST staff as requested by Department Supervisor.
2. Be able to perform all AST duties.
3. Transport participants as requested by Department Supervisor.
4. Work effectively with and support participants during crisis periods.
5. Be familiar with the current talents, abilities, and department schedules of all participants who participate in the Passage Department.
6. Attend participant intake and service plan meetings.
7. Provide help in crisis situations.
8. Use task analysis to achieve job site goals relevant to the workplace.
9. Help train participants personal hygiene skills.
10. Promote the development of participant self-esteem and problem solving abilities by participating as a helper in the Self Advocacy group process.

**E. Community Relations**

1. Educate the general public about the talents and abilities of people with developmental and behavioral challenges.
2. Network as needed with participant support systems to include family members, friends, residential providers, Regional Center service coordinators, and others.
3. Network with other professional in the Developmental Services field who are providing services.

**F. Professional Training and Development**

1. Attend CPR classes and other First Aid Seminars as required by agency.
2. Attend scheduled agency in-service departments.
3. Provide daily, weekly, monthly and other reporting in a timely manner using electronic services like email, word processing, etc

4. Keep aware of training conferences which will improve Resource Assistant skills level and make timely requests for attendance to Department Supervisor.

**G. Desired Personality Traits for Resource Assistant Applicants**

1. Flexibility to tolerate an environment that changes often as a result of changing participant needs.
2. Ability to demonstrate self-assurance and self-confidence in a training environment.
3. Ability to creatively think of ways that participants can find success from their efforts.
4. Commitment to respect the participants.
5. Willingness to physically assist participants with daily needs.
6. Ability to be organized and systematic in doing several different tasks in a relatively short period of time.
7. Ability to be a creative problem solver.
8. Ability to be objective in assessing a variety of situations.
9. Ability to be a self-starter and work independently.
10. Demonstration of a good sense of humor.
11. Knowledge of how to use computers to word process reports and use of email
12. Desire to be a supportive team member with other department staff.

**H. Applicant Requirements**

1. A.A. degree with a minimum of two years of experience providing skills assessments, task analysis, program development, and behavior intervention techniques.
2. Previous experience in human services field preferred.
3. Previous training experience preferred.
4. Previous job experience in a position requiring a highly motivated self-starter who can work independently while training and motivating other is preferred
5. Effective verbal and written communication skills required.
6. Physically fit /able to assist participants with behavioral challenges.
7. Possession of a valid driver's license, proof of current insurance, and a clean DMV required.

8. Possession of or availability to computer and electronic services for telecommuting purposes of job (specifically for reporting by email and/or word processing).
9. Possession of internet access to transmit telecommuting reports.
10. All applicants must be free from substance abuse.

**\* Final hiring decisions must be approved by the State Licensing Department**

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**I have read and understand this job description and its expectations and duties:**

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**Printed Name**

**Signature**

**Date**