

LINN COUNTY CLASSIFICATION

TITLE: GROUP HOME STAFF
NUMBER: 764
PAY RANGE: 45
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-452
DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide supervision, care and skill training for residents of the Mental Health group home.

SUPERVISION RECEIVED: Works under the supervision of the M-ED Group Home Manager. Work is reviewed for effectiveness and adherence to the state and local program standards, Oregon Administrative Rules and department policies.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Attend selected staff meetings and workshops as directed.
2. Perform specific job responsibilities related to the residents' health care and functioning in the community.
3. Maintain ongoing documentation and up-to-date records for each resident.
4. Maintain ongoing supervision of the residents, including teaching and training of home and community survival skills.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

7. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Must have basic understanding of mental illness and tolerance of unusual behavior. Must have considerable understanding and ability to teach daily living skills and community survival skills necessary for an adult to function independently in the community. Must be able to complete assigned tasks with minimal direct supervision. Needs to have the ability to clearly communicate with residents and staff members. Needs to have the ability to document in clear and concise progress

notes, information pertaining to the residents regarding home living skills, training implemented and daily observations. Knowledge of the functions and procedures of other health, social service and educational agencies is desirable.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school; no experience is required, however, some work with chronically mentally ill persons is desirable. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.