



# JOB NOTICE

Date Posted: October 5, 2017

Closing Date: October 23, 2017 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, to Box HH-FT/TPW, HR, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Horizon House and Doris Burdman Home/Crisis Unit

**Title:** Therapeutic Program Worker(s)  
Available positions: Doris Burdman/ Crisis Unit: Full time and Part Time  
Horizon House: Part Time

**Salary \$:** \$11.00 - \$13.00 per hour based on experience.  
Full Time will included comprehensive benefit package.  
Part Time hours per week 24-28.  
Varied shifts available that will include weekends and holidays.

## **General Duties:**

### **All duties are performed under the direction of the clinical team**

1. Monitors the whereabouts of the residents and or applicable visitors at all times. Adheres to program rules and procedural guidelines to ensure the safety and security of the residents, staff and facility.
2. Provides services and or trains residents to function independently. Facilitates resident development of daily living skills i.e. personal hygiene, grooming, cooking, cleaning, household maintenance, budgeting and medication compliance. Teaches and encourages the residents maintain positive and controlled social behaviors by utilizing varied training techniques such as behavior modification, one to one or group instruction, skill building and limit setting according to prescribed treatment plan.
3. Institutes and takes an independent pro-active approach to crisis intervention for unacceptable behavior as defined by the residents individual treatment plan (ISP)
4. Plans, coordinates and schedules various recreational activities i.e. games, crafts, group activities etc. in conjunction with the approval and guidance of treatment team. Responsible for operating an Agency vehicle and transporting the residents as needed to various external recreational, educational and or occupational activities.
5. Under the direction of clinical staff, participates directly in the development of individual service plans; which includes attending treatment, diagnostic and resident evaluation team meetings. Assist in making recommended changes based on residents' strengths, needs, abilities, and preferences. Notify's nursing

staff of resident's observed or reported negative reactions to prescribed medications.

6. Completes daily documentation/case notes, reports via the Carelogic electronic health record system which includes: resident admissions data, behaviors, Problem areas, progress/regression in relation to individual service plan goals. Documents delivery of services, unusual incidents, medication administration records and medication compliance.
7. Performs a variety of miscellaneous residential duties such as: performing light duty housekeeping in resident living /common areas. Assists in daily/ weekly shopping for food/household supplies. Prepares and or assists in the preparation of daily resident's meals and meal plans. Shops for or with the residents for clothing and/or personal items dependent upon facility needs. Attends various Agency sponsored in service/external required trainings and educational programs. Performs duties assigned by supervisor, clinical staff or program director.

**Qualifications:**

**Education/Experience:** Associate degree in social work, psychology, health and human services is preferred. Three years social service and/or behavioral health related experience in a residential treatment facility is preferred.

**Miscellaneous:** Criminal background check; Pre-employment drug screen; Clear driving record; First Aid/CPR certification, TB test.

**Personal:** Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by residents and staff as approachable. Ability to understand and carry out directives provided by clinical treatment team. Ability to multi-task; while maintaining accuracy and organization. Have a working knowledge of basic to intermediate electronic health records systems is preferred. Ability to work varied shifts.

**Physical Demands of Job:** Normal activity which includes: Standing walking, climbing stairs etc., as well as staying awake during shifts. Lifting varies, must have the ability to carry normal household items. Potential exposure to blood borne pathogens

**Non Exempt:** Eligible for overtime