



# JOB NOTICE

**Date Posted:** August 24, 2020

**Closing Date:** August 31, 2020

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or mail to Box FT TPW - Veritas, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Doris Burdman Home

**Title:** Therapeutic Program Worker

**Salary \$:** Full Time Afternoons; 4pm-12am  
Various days – **FRIDAY & SATURDAY OFF**, Holidays/Weekends/On-Call required  
Comprehensive Benefits Package

## DUTIES AND RESPONSIBILITIES:

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. Supervision and monitoring of medications; which includes re-stocking and organization of supplies. Makes appropriate contact with on-call regarding unusual resident needs or emergencies. Orients and assists in the completing of resident intakes.
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 resident positive and therapeutic 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. Notifies nursing staff of resident's observed or reported negative reactions to prescribed medications.
6. Completes daily documentation/case notes logs in electronic records utilizing Credible 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. Completes required residential fire watches per guidelines. 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. Reports health and safety concerns and equipment malfunctions to supervisor and or maintenance department. Full-time staff will work a rotation with other full-time TPW's as the on-call scheduler. Attends various Agency sponsored in service/external required trainings and educational programs. Performs duties assigned by supervisor, clinical staff or program director.

## QUALIFICATIONS FOR JOB

**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.

**Technology:** Basic Computer, Electronic Medical Records – Use of Credible.

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

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

**Interpersonal/Human Relations Skills:** 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.

**Non Exempt:** Eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION

EOE-M/F/H including persons with disabilities and veterans