

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RESIDENTIAL CARE WORKER

POSITION CODE: 38277
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, provides direct developmental training and daily personal care services to meet physical and emotional needs of children with physical impairments or adults with visual impairments, residing in a Department of Human Services school or facility; serves as a member of the treatment team, developing an individual treatment plan; makes observations of residents and attends staff meetings; provides guidance and training to develop resident's social and independent living skills.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Cares for children in a Department of Human Services school or facility who have hearing, visual, or physical impairments or cares for adults with visual impairments, providing guidance and training to develop good living skills to allow them to function independently; instructs and oversees residents in daily activities of personal hygiene and grooming, wakeup and bedtime routines, mealtime routines, cleanup chores and maintenance of healthy and sanitary conditions in the living area; guides residents in their leisure time to develop a sense of responsibility and to develop self confidence; supervises residents in recreational activities to develop their sense of self identity and to develop consideration for others; provides guidance in resident's money management according to facility policy and the setting of realistic goals; encourages residents to solve problems and to set goals; counsels residents in the development of a sense of self worth; nurtures children and adolescents with different personalities, attitudes and mood swings.
2. Assists residents, who have physical disabilities, in all aspects of personal hygiene and activities of daily living, including feeding residents at mealtimes, using bedpans, urinals for toileting and by using disposable diapers for the incontinent, by giving sponge baths and tub showers, shampoos, and other aspects of oral hygiene, by dressing and undressing residents; transfers resident by physically lifting, using proper procedures; instructs residents in the development of self-help skills, to extent they are capable.
3. Observes residents in all phases of daily activities; writes observations in a daily log; completes individual records, injury reports and other required documentation.

RESIDENTIAL CARE WORKER (continued)

4. Receives ongoing in-service training conducted by various professional disciplines to increase developmental, guidance and observational skills and to become more knowledgeable in methods and techniques used in developing the residents' social and independent living skills; actively participates in regularly scheduled and informal meetings and receives professional direction and guidance from team members, from areas of social work, education, medical, nursing, therapy and rehabilitation; gives pertinent information about residents; suggests possible solutions to residents' problems; discusses prescribed activities and techniques which will further the resident's development; makes regular reports on resident's progress per facility procedure.
5. May assist educators and other professional staff by providing individual attention to residents.
6. Conducts group activities based upon the ages of residents, developmental stages and functioning levels; escorts residents to and from activities and to doctor appointments, both on and off residential grounds; gives supervisor a copy of planned activities.
7. Intervenes in potentially harmful situations with residents; sets limits and determines consequences, loss of privileges or allowance for inappropriate behaviors; consults with supervisor on serious behavior management concerns.
8. Makes rounds of dormitories; performs regularly scheduled bed checks when on the evening shift; checks doors, windows and alarm systems and records observations.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

RESIDENTIAL CARE WORKER (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Option A requires: (1) knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus (2) the completion of an agency approved training program or an additional year of the above experience, or

Option B requires: (1) knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years experience performing aspects of personal hygiene and activities of daily living for residents of acute or long-term care facilities, plus (2) successful completion of the 120 hour Illinois Department of Public Health approved Basic Nursing Assistant Training Program as evidenced by a certificate embossed as an approved educational program by Department of Public Health or the equivalent as determined by Illinois Department of Public Health and evidenced by a letter verifying current inclusion on the Nurse Assistant Registry maintained by the Department of Public Health.

Option B requires a Certified Nursing Assistant with current inclusion on the Nurse Assistant Registry which may be verified by contacting Department of Public Health with the person's name and social security number.

Knowledges, Skills and Abilities

Requires working knowledge of signing and the ability to communicate successfully when caring for residents who have hearing impairments, as determined by needs of the facility.

Requires the ability to travel.

Requires working knowledge of proper lifting techniques when transferring handicapped residents to wheelchairs, as determined by needs of the facility.

Requires written and spoken knowledge of the English language and may require ability to speak and write a foreign language, such as Spanish, at the colloquial skill level in order to communicate with non-English speaking residents.

Requires working knowledge of problems and behavior of children or adolescents who have disabilities or impairments or adults who have visual impairments, as required by the work assignment.

Requires elementary knowledge of health and safety precautions and first aid methods.

Requires ability to observe, assess and describe behavior and actions of residents in interdisciplinary staff meetings and in written reports.

Requires ability to prepare accurate records and complete reports.

Requires ability to acquire and secure confidence of children and adolescents in order to provide guidance and direction.

Requires ability to communicate effectively with residents, staff members and residents' family.

Requires ability to be a positive role model by personal conduct and attitude.