

## **New Hope Center, Inc.** **Job Description**

**Job Title:** Residential Coach  
**Department:** Residential  
**Reports To:** Residential Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Administration  
**Prepared Date :** 10/22/2007  
**Approved By:** BOD & Personnel Committee  
**Approved Date:** 10/22/2007  
**Updated Date:** 10/01/2013

**Summary** Coaches residents to achieve independence in all aspects of their lives and maintains a safe and healthy living environment.

**Essential Duties and Responsibilities** include the following. Other duties or tasks may be assigned. Management may modify, change or add to the duties of this description at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform all tasks in compliance with HFS 83 or 88, New Hope regulations, and related regulatory and statutory requirements.
- Perform all duties specific to the ISP (Individual Service Plan) for each resident.
- Perform all duties that provide for a safe, clean and orderly home environment.
- Obtain and maintain all required training as outlined in HFS 83 or HFS 88.
- Shop, prepare and serve meals.
- Clean and maintain the house and property.
- Assist residents with personal care needs, money management, special diets, medications and laundry.
- Assist in developing and supporting activities in the home and community for all residents.
- Handle emergencies promptly and report these situations to the manager.
- Complete incident reports concerning behavior/health/accidents and alert manager.
- Conduct fire drills and smoke detector testing as scheduled.
- Aid in transporting residents to and from activities outside the residence.
- Accompany residents to medical appointments if requested.
- Be constantly alert to the safety of all residents.
- Complete all required documentation in a timely manner.
- Maintain confidentiality.

**Supervisory Responsibilities** This job has no supervisory responsibilities.

**Competencies** To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving
- Technical Skills
- Interpersonal Skills
- Written and Oral Communication
- Teamwork
- Professionalism

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills** Ability to communicate effectively.

**Mathematical Skills** Ability to complete simple mathematical calculations.

**Reasoning Ability**

- Analytical and decision making ability.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems.

**Computer Skills** Ability to use Email, attendance system, and electronic charting in the group home setting.

**Certificates, Licenses, Registrations** Current valid driver's license.

**Other Qualifications**

- Ability to drive.
- Good driving record.
- Ability to travel independently to various locations.
- Proof of adequate auto insurance.
- Must submit to a TB skin test and provide proof of freedom of communicable disease.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit; reach with hands and arms; and stoop, kneel, bend, twist, crouch, or crawl. The employee must occasionally lift and /or carry up to 50 pounds. The employee must occasionally run 25 yards, and to push and pull 50 pounds utilizing both hands, stretch, balance, and climb.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is occasionally loud.

*I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_