

LIBERTY PLACE, INC.



Liberty Place, Inc. is an Equal Employment Opportunity Corporation

Title: Life Skills Trainer for Bootstrap Ranch

Direct Supervisor(s): Administrator

General Summary:

Performs any combination of the following duties in caring for residents in the assisted living facility, consistent with the Person Centered Treatment Plan of the individuals, and the Policies and Procedures of Liberty Place, Inc. The Life Skills Trainer is expected to perform all duties in compliance with all state and federal regulations and facility policies as well as other duties as assigned by their supervisor.

It is the policy of Liberty Place, Inc. that the health, safety and welfare of its residents and the provision of a safe workplace be kept as our highest concerns. Safety is the responsibility of everyone in the Liberty Place, organization: staff members, board members, residents and volunteers. It starts with each person taking responsibility for their own personal safety and to the safety and health of one another. (See Safety Program Policy and Procedures)

Job Requirements:

1. High School graduate or equivalent
2. Successful completion of background check
3. Unencumbered Montana driver's license
 - a. Meet all driving qualifications
4. Must complete and pre-employment Drug screening test and submit to future random Drug and Alcohol tests according to Liberty Place, Inc. policy and procedure and FTA regulations where they apply.
5. Experience working with people (experience may be volunteer)
6. Must demonstrate the ability to communicate in English (reading, writing, speaking and comprehension in order to understand, plan and carry out resident care plan).
7. Ability to work under pressure and relate in a professional, mature manner to residents, family, community, and staff.

Essential Functions:

1. Supervise and assist residents with self-administration of medications in and out of facility.
2. Assisting and coaching residents with activities of daily living
3. Take and record blood pressures, temperatures, pulse and respiration rates, and weights as requested by nurse.
4. Follow all programs in accordance to the resident's Person Centered Service Plan.
5. Follow behavior management programs per person Centered Service Plan.

6. Assist residents in utilizing their Memory Book and Memory Support Systems.
7. Drive and assist residents to community functions and medical appointments.
8. Assist residents in and out of the facility during group activities.
9. Assist the Habilitation Technician and/or Occupational Therapy, Physical Therapy, and/or Speech-Language Pathologist
10. Coaching in Supportive Living practices:
 - a. Meal planning, preparation, and clean up
 - b. Budgeting
 - c. Vocational Rehab
 - d. Social endeavors
11. Assist in job coaching
12. Assist with facility needs, as needed.
13. Answer telephone, run errands, and direct visitors.
14. Conduct self in a professional manner at all times.
15. Make Liberty Place a home-like atmosphere and have fun.
16. Assist with overall cleanliness of building, such as dusting, mopping, vacuuming, and cleaning bathrooms and shower rooms.

Working Conditions:

1. A nurturing and teaching environment to allow thrivers of brain injury the freedom to try.
2. Daily interaction with sometimes volatile, confused and angry residents.

Job Analysis/Selection Criteria:

Standing: Remaining on one's feet in an upright position at a workstation without moving about.

Level: Even surface (linoleum, carpet, tile)

Time: 3:00 hours per day

Sitting: Remaining in the seated position.

Level: Casual, flexible, discretionary position

Time: 1:00 hour per day

Repetition: Occasionally

Walking: Moving about on foot.

Level: Casual, discretionary movement on a matted/even surface (linoleum, carpet, tile).

Repetition: Frequently

Lifting: Raising or lowering an object from one level to another.

Level: Medium; 50 pounds, maximum, occasional lifting/carrying over 50 pounds or more with assistance.

Time: 2:00 hours per day

Repetition: Occasionally

Pushing: Exerting force upon an object so that the object moves away from the force.

Level: Constant force

Time: 1:00 hour per day

Repetition: Occasionally

Pulling: Exerting force upon an object so that the object moves toward the force.

Level: Constant force

Time: 1:00 hour per day

Repetition: Occasionally

Bending: Bending the body downward and forward by bending the spine at the waist.

Level: Moderate-45 degrees

Time: 4:00 hours per day

Repetition: Frequently

Reaching: Extending the hands and arms in any direction

Level: Dominant hand and arm Both hands and arms

Time: 5:00 hours per day 4:00 hours per day

Repetition: Frequently Frequently

Handling: Seizing, holding, grasping, turning or otherwise working with the hand or hands (with or without significant weight resistance).

Level: Dominant hand and arm Both hands and arms

Time: 5:00 hours per day 3:00 hours per day

Repetition: Frequently Frequently

Minor Physical Factors

Fingering: Picking and pinching or otherwise working with the fingers primarily.

Level: Dominant hand Both hands

Time: 4:00 hours per day 3:00 hours per day

Repetition: Frequently Occasionally

Employee Signature

Date

Administrator/Manager Signature

Date

The above is intended to describe the general content of and requirements for the performances of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements or as a contract for employment.