



Woodland Residential Services

LEAD STAFF JOB DESCRIPTION

The lead staff (LS) position is an intermediate position between the Direct Care Staff (DCS) and the Home Manager Positions. The Lead Staff is expected to fulfill all of the DCS duties with an extraordinary degree of skill, dependability, competence and consistency. In other words, as LS, the successful applicant is expected to serve as the best possible example to other DCS members.

In addition to the duties of the DCS, the LS position will require the successful applicant to perform a variety of duties including, but not limited to, participation in outing planning, transportation, monitoring staff compliance with company policy, assisting in the investigation of accident, injury or other incidents requiring employee interviews and the preparation of statements, training DCS on Active Treatment principals, including Behavior Management and generally assisting the Home Managers as needed and requested.

Lead Staff will be among the first to be considered in the event of future openings of Management positions. *Although, WRS makes no commitment for future advancement and Lead Staff are not promised nor guaranteed future promotion to Home Manager.*

Job Requirements:

- CPR/FA Certification
- Criminal Background Clearance
- Attendant Training graduate or Current CNA
- Medication Administration Certified

Essential Functions:

- Maintain good attendance, ethical behavior and demonstrate ability to successfully fulfill the duties of a direct care staff
- Must be able to get along with a diverse group of people
- Valid driver's license with good driving record; Ability to pass training for operation of bus/van
- Demonstrate ability to apply active treatment principles, including Behavior Management, and be able to communicate these principles with a clear and obvious understanding
- Ability to understand and follow instructions relative to accident and incident investigations and the reporting of injury or special incidents
- Able to work at least two weekends per month and be in the on-call rotation approximately one time per month. No person shall remain in the position of L.S. if he/she does not demonstrate a willingness to adjust their schedule for the needs of the facility.
- Must possess a level of maturity that includes the ability to avoid association with gossip





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General Duties:

- Daily documentation checks: ISPs, Behaviors, Splint Log, MARS, Staff Notes, Communication Log, Structured Leisure Activities etc.
- Report to Home Manager daily; Identify missing documentation, client issues and/or staff issues
- Ensure appropriate menu is posted for each week
- Ensure lunches are prepared properly
- Ensure frozen food is pulled to thaw (if applicable) for the P.M. meal
- Organize structured group activities daily
- Set up ISP programs with clipboards at designated areas
- Tidy up house; vacuum, bathrooms, clean kitchen/dining areas
- Inventory and organize individual client totes
- Inventory hygiene supplies/over the counter medications; Report to Home Manager
- Assist Home Manager with scheduling; Obtain overtime approval through QIDP
- Read Day Program Communication Log daily; communicate any issues with Home Manager
- Client weekly weights
- Ensure client clothing is placed in appropriate closets/drawers
- Meet with Home Manager once per week for facility audit
- Assist Home Manager with various tasks on an as needed basis
- Required to be in the on-call rotation, taking call at least one time per month
- Other duties as assigned by supervisor(s)

