

CLASS SPECIFICATION FOR
MH/DS Group Home Worker

GENERAL STATEMENT OF DUTIES: Provides assistance, support and training to individuals in group home settings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine support work, providing individuals in the group home with supervision, instruction and assistance as they complete their daily routines. A position in this job class receives compensation for sleep-time, which encompasses about one-third of an average week's working hours. Detailed instruction are provided the incumbent on new assignments. Once trained, the employee is expected to work independently, from more general instructions and guidelines. This class may also assume responsibility for designated and routine procedures, such as client money management, petty cash use and reconciliation, maintenance of charts, submission of van mileage and related duties. Supervision is received from an MH/DS Community Support Supervisor. The support needs of clients served by this class are significantly lesser than those of clients served in other group home settings. Clients are generally independent in many aspects of daily living and need nominal, if any, physical assistance.

EXAMPLES OF WORK (illustrative only):

- Provides assistance and supervision to individuals with mental illness or mental retardation as they carry out their daily routines in the residential setting;
- Provides feedback and input into the development of individual service plans for each resident;
- Documents all aspects of client progress and behavior in the home setting;
- Communicates routinely with other care providers involved with consumers residing in the home;
- Executes all required procedures related to client and facility tasks such as cash account forms, checking account maintenance and petty cash forms;
- Executes all required procedures related to submission of receipts for purchases, submission of required vehicle information and related tasks and responsibilities;
- Organizes and insures cleanliness and maintenance of the home on a daily basis; may report repair need to identified contractor as needed;
- May perform housecleaning or minor repairs;
- Attends staff meetings;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of mental health and retardation services and service provision; some knowledge of resources available to clients; some knowledge of everyday needs and problems of identified client groups; ability to establish and maintain effective working relationships with individuals with mental illness or mental retardation, co-workers, the public and other service providers; ability to carry out tasks according to plans; ability to perform basic accounting tasks such as completing client cash forms, checking-account maintenance and petty cash forms; ability to file, complete forms and to maintain client chart in an organized and up-to-date manner; ability to complete various forms and documentation on an ongoing basis, such as verification of service logs, daily log notes, monthly progress notes and individual plans; ability to meet deadlines for completion of tasks and assignments independently and without direct supervision.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one year of public contact or human services work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Requires a fingerprint and criminal records check. May require a pre-employment and/or annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or on standards established by the State.