

## **Residential Aide**

### **Job Type: Substitute**

Homes are located in Williamstown, Medford, Voorhees, and Atco, New Jersey. Currently the residents of these homes are all women with developmental disabilities. Group homes are staffed 24 hours a day with employees that assist the women with daily living skills. Referrals come from the Division of Developmental Disabilities.

**Archway Programs is seeking Substitute Residential Aides for our Female Group Homes to service developmentally disabled adults in a 24-hour residential setting.**

#### **Responsibilities include:**

- Maintains established division policies & procedures, objectives, quality assurance, safety, environmental, and infection control standards.
- Guards the confidentiality of client information from both outside persons and Archway Program employees that do not require this information to perform their Job duties.
- Provide culturally sensitive services that are based on knowledge of cultural diversity to accomplish quality client care.
- Assists consumers in daily household tasks and activities of daily living.
- Trains consumers in the skill areas designated in Individual Habilitation Plans and records monthly progress.
- Performs household maintenance tasks as assigned.
- Provides feedback to group home manager regarding consumers progress and status.
- Attends mandatory staff meetings.
- Attends all staff in-service training and other training programs as required.

#### **Requirements:**

- HS Diploma or Equivalent.
- Hours- evenings/weekends/overnight/early AM.
- Valid NJ Driver's License/ 3 years driving experience.
- Own transportation.
- CPR, FA, must complete DDD Pre Service training within 90 days of hire.

#### **Contact Information:**

Chris Conway (856) 767-5757 ext 370 or fax (856) 767-3219.

We are proud to be an Equal Employment Opportunity Employer M/F/D/V.