

John F. Murphy Homes, Inc.
JOB DESCRIPTION

POSITION: Developmental Training Assistant (DTA)	JOB CLASS: Regular, Non-Exempt; Level I
REPORTS TO: Charge Nurse / DON or Facility Administrator	EFFECTIVE DATE: September, 2001 Revised: March, 2011

SUMMARY STATEMENT:

The DTA administers active treatment to include: provision of activities that promotes growth, development and independence; follows habilitation plans and specific behavioral interventions. Provides supports and assistance to the people served in the skills of daily living, personal hygiene, grooming / personal care, health maintenance, self-preservation and safety, self-direction, communication skills, social skills and community integration as appropriate. The DTA may be required to hold a current certification as a Nursing Assistant (CNA), dependent on the facility's licensing regulations. The people who live in the home require emotional support and guidance in the development of skills related to daily independent living, family and community life.

QUALIFICATIONS: Three months experience working with persons with developmental disabilities and 60 hours of In-service training (not to include more than 24 hours of job shadowing). (CNA certification in Nursing Home facilities.)

DEFINITION: (Maine State Regulations p.4) DTA-"A person providing direct services in an ICF/MR facility who has had at least three months experience in working with persons with developmental disabilities". (MSR p. 5) Direct Services Staff-"Staff whose daily responsibility is to manage, supervise and provide hands-on care to people supported in their residential living units".

ESSENTIAL JOB FUNCTIONS:

1. Complete all orientation, training, medical tests and immunizations required by JFM.
2. Be familiar with and be responsible for following all the procedures and policies that are appropriate to this position.
3. Give input to the DTCs regarding the development, implementation, evaluation and modification of the people served's programs.
4. Must follow all habilitation and behavioral plans as provided by DTCs / QMRP. Be familiar with and follow Active Treatment Schedules; Participate in the Recreation and Program Activities as planned; Help maintain a safe home-like environment which follows the principle of normalization and is necessary for each person's personal growth; Be familiar with each person's routine and person Centered Plan.
5. Be familiar with providing Activities of Daily Living services and training to each person served. This will include: personal hygiene, grooming and personal care, including appropriate eating, dressing, care and selection of clothing and toileting.

These duties, as well as providing activities, habilitation, therapies and behavioral interventions, require: good judgement, common sense, caring attitude, patience, excellent communication skills, and teamwork.

6. The physical demands include: the ability to walk, bend, twist, push, pull, sit, drive and ride in vehicles; lift 50 pounds or 1/4 of your weight, whichever is less, push loaded wheelchairs, run van lifts and use tie-downs, transfer people in mechanical lifts, reposition people and bathe them in tubs or showers, pick-up and clean bedrooms, bathrooms and common areas and other related duties as assigned.
7. Be familiar with individual behavioral interventions programs (BISP), and provide the necessary interventions in accordance to appropriate restraint procedures.
8. Understand the IDT process and the employee's responsibilities for carrying out the Person Centered Plan (PCP), as well as the system by which changes and improvements are made to the PCP.
9. Document all services provided by the employee and any other documentation needed to provide the required services to each person served. *Reading, writing, sight and hearing skills are necessary to perform these duties.*
10. Confidentiality concerning anything heard or seen in the workplace is necessary; share information with other staff only on a "need to know" basis.
11. Work ethic is to be demonstrated through positive relations with fellow employees, teamwork, supporting people served, their family members, guardians and the public and exhibiting professional conduct at all times. Must immediately report any medical and behavioral changes.
12. The DTA will follow assignments as provided by the DT. Shift Report is an important time in the work shift, and attention must be given to all information provided by the DT and (if applicable) the Charge Nurse.
13. Attendance and Punctuality are essential functions of this position. This includes Staff Meetings, JFM Trainings and any other meetings as scheduled to attend.
14. Each employee at the facility is responsible for maintaining safe work practices in all you do. This safety responsibility relates to people, buildings, grounds and vehicles.
15. Providing satisfactory dining experiences for the people who live at the facility, consistent with the appropriate food prep and feeding routine of each individual.
16. Driving and going on van trips as assigned.
17. COMMITTEE ASSIGNMENTS: The DTA will be asked to attend and participate in Staff Meetings and Shift Meetings. These are mandatory.
18. OTHER DUTIES/RESPONSIBILITIES: Related duties and responsibilities may be added to the above job description at any time by the Administrator.

I have read and understood the above job description and will perform these duties to the best of my ability and knowledge. I understand that my supervisors are available to give clarification of any questions I have about the job description or job duties. I understand duties outlined may change from time to time.

_____	_____	____/____/____
(Printed Name)	(Signature)	(Date)