



**JOB TITLE:** Residential Facilitator  
**DIVISION:** Residential  
**REPORTS TO:** Service Coordinator

**REVISION NO.** 15  
**REVISION DATE:** 1/2022

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**POSITION SUMMARY:**

The Residential Facilitator is responsible for making sure the day-to-day needs of their assigned members are met. Residential Facilitators are the direct link to Service Coordinator in providing input about what the Individual Service Plan team needs to know as he/she is the member of the team that has the most direct contact. Residential Facilitators require excellent leadership, management, and communication skills to act as a role model for both Direct Care staff and the members.

**ESSENTIAL JOB FUNCTIONS:**

- Treat members with dignity and respect at all times.
- Maintains collaborative professional relationships with member(s) and all support team members
- Attend and participate in member Individual Service Plan meetings as requested by the Service Coordinator or meet with Coordinator before team meetings to provide input concerning member needs and desires. Facilitates the implementation of member(s) ISP's.
- Abides by Reach For Your Potential's policies and procedures with a positive attitude.
- Assist members with transportation for grocery shopping, banking, medical appointments, employment, family visits, community activities, etc. Assist with all activities of daily living, including toileting, feeding, and hygiene needs. Provide on-going supports to members.
- Help to train new staff and provide continuous coaching to staff members.
- Helps member(s) to advocate for themselves by gathering information, reviewing, and analyzing all aspects of an issue or concern.
- Identifies crisis situations, discusses the incident with staff and members, and provides coping mechanisms to member(s).
- Keeps up to date knowledge of member's health, symptoms, and medications. Maintains necessary training to best serve members.
- Assist members with finances to include ensuring members pay their bills on time and go to the bank weekly for spending money and laundry quarters. Assist members with budgeting, balancing checkbook weekly, and handing in checkbook to Financial Coordinator on a regular basis.
- Completes documentation accurately and in a timely manner including Edoc notes, goals, and log prompts.
- Works scheduled shifts and arrives to shift on time. Turns in time sheet when due and fills out accurately. Abide by the time-off requests due date and filled out correctly.
- Document passing medication appropriately and accurately as well as schedule II medications.
- Attends scheduled staff meetings.
- Write member quarterly progress reports as requested by the Service Coordinator. Assist Service Coordinators with conducting and writing assessments, social histories, and other necessary paperwork.
- Other duties as assigned.

**JOB REQUIREMENTS:**

**EDUCATION/ EXPERIENCE:**

High School Degree or its equivalent.

**SKILLS:**

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Must be able to read, write, and communicate effectively with members and staff. Patience in working with disabled adults is necessary. Needs to have a caring attitude and be supportive and encouraging to members. A driving record that qualifies you to drive agency vehicles is required; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

**COVID-19 PRECAUTIONS:**

RFYP staff provide a wide variety of home and community-based, health-related services that support people with disabilities. Services provided may include personal care, activities of daily living, access to health services, socialization, and more. All staff need to be aware of how COVID-19 spreads, risk factors, and prevention actions. According to the Centers for Disease Control and Prevention (CDC), COVID-19 can have a wide range of symptoms that may appear 2-14 days after an individual contracts the virus. Symptoms include fever, shortness of breath, chills, shaking, muscle pain, headache, sore throat, and loss of taste or smell.

All RFYP staff are required to follow the Mask Policy, use all required PPE, follow disinfecting procedures, practice physical/social distancing, and follow handwashing policies. All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Staff will be sent for further testing if any symptoms of COVID-19 are present.

**SUPERVISORY RESPONSIBILITIES:**

General supervision is exercised over the Direct Care staff.

**EQUIPMENT TO BE USED:**

Knowledge of how to operate typical household appliances including stove, microwave, dishwasher, etc. is preferred. Training for specialized adaptive equipment for individual members will be provided.

**TYPICAL PHYSICAL DEMANDS:**

It is preferred that the employee is able to lift at least 50 lbs. Must be willing and able to assist with toileting and other activities of daily living as required.

**WORKING CONDITIONS:**

Majority of work is done in each member's home or apartment, which may be a Reach For Your Potential site or a home or apartment in the community. Includes assisting members to attend community outings. Schedules are as determined by the Service Coordinator and may include day, evening, and/or overnight shifts with a maximum of one overnight per week and a minimum of one holiday per year. Participates in an on-call rotation. May be called upon to work overtime or odd schedules.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name