

## **CHILEDATA JOB DESCRIPTION**

**JOB TITLE:** HEALTH AND WELLNESS CARE PROFESSIONAL

**QUALIFICATIONS:**

- Must possess a High School diploma or educational equivalent.
- Must be at least 18 years of age.
- Current certification in First Aid and CPR.
- Strong verbal and written communication skills.
- General office skills including data processing, and knowledge of basic computer usage.
- Must demonstrate appropriate behavioral skills and judgment conducive to role modeling skills for students and staff.
- Ability to handle crisis situations in an efficient manner.
- Knowledge and ability to perform in a supervisory capacity, as needed.
- Training or experience in a related health care field is preferred.
- Experience working with individuals with developmental disabilities is preferred.

**HOURS OF DUTY:** First and second shifts Monday through Friday, every other weekend and rotating holidays. Rotating hours, as needed.

Full-time position is a non-exempt, benefited position scheduled 40 hours per week.

Part-time position is scheduled no more than 32 hours per week.

**RESPONSIBLE TO:** Compliance Director

**WORKERS SUPERVISED:** None

**TYPICAL PHYSICAL DEMANDS:** Physical interaction with residents in fulfilling self-care, behavior, and recreational program regimes. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport and physical restraint. Employee must be able to perform all essential functions without direct risk of harm to others and themselves.

**SUMMARY:** Provide health care and advocacy across all shift and treatment environments for all students. Pass scheduled and non-scheduled medications to all students, provide basic first aid for minor injuries, accompany students on medical and dental appointments as needed and assess the need for the student to seek emergency medical treatment. This position will also perform other duties as assigned by the Health and Wellness Care Coordinator(s).

**ESSENTIAL FUNCTIONS:** See attached physical essential functions that are required to perform job.

**Attendance**

- Demonstration of attendance and punctuality per Chiledda policy.

### **Behavioral Intervention**

- Demonstrate the ability to effectively support students and staff during crisis interventions.
- Demonstrate the ability to consistently and competently implement PBSPs of all students.

### **Training**

- Successfully pass the CBRF Medication Administration Training.
- Attend a minimum of 24 hours of training annually, including CPR/First Aid, Standard Precautions and Crisis Prevention Institute. Attend all required in-services within defined time limits.
- Communicate training needs to direct supervisor.
- Demonstrate training concepts throughout daily routine at Chileda.
- Assist in orientation and training of staff in appropriate health maintenance care given to residents.
- Assist in orientation and training of Health and Wellness Care Professionals.

### **General Skills**

- Recognize, take immediate action when necessary, and report unsafe conditions.
- Review e-mails, Health and Wellness daily log and shift exit reports daily.
- Accurately record all required data and complete all necessary paperwork within required timeframes including, including but not limited to: student MAR, medication destruction, medication refusal, medication check in, pharmacy refills, H&W Body Checks, H&W Daily Log and Serious Incident Reports.
- Demonstrate proficiency in Microsoft Office software programs; Word, Outlook, Excel
- Know, understand, and follow all safety and emergency procedures. Participate in drills and other training procedures.
- Extensive knowledge and compliance of Chileda's policies and procedures, Employee Handbook, Licensing rules and regulations and COA standards

### **Working with Co-Workers**

- Work collaboratively with co-workers throughout the organization.
- Engage in respectful and positive communication with co-workers throughout the organization.
- Follow supervisory direction in a timely, positive and professional manner.
- Create a supportive team atmosphere for all.
- Works in coordination with Health Service staff members, supervisors and other designated department heads.

### **Communication**

- Respectfully, effectively and efficiently communicate necessary information to departments.
- Respectfully, effectively and efficiently communicate with parents, guardians and social workers.

### **Working with students/residents**

- Communicate with and about students in a respectful, positive and age-appropriate manner.
- Communicate with students in a therapeutic tone (remaining calm and respectful, even in high stress situations).

- Utilize communication resources whenever communicating with an individual who uses sign language or another means of communication.
- Utilize TEACCH, Picture Exchange Communication System (PECS), Communication Boards/Books, visual schedules and other communication devices with students who use these resources.
- Help students become more independent in all facets of life.
- Continually encourage and support students to achieve their goals through appropriate, consistent and patient prompting.
- Care and advocate for each resident by communicating department procedures and Chileda philosophy to staff, parents and others as need arises.

### **Field Specific Skills and Programs**

- Assist in maintaining accurate and up to date medical records and medical appointments.
- Administer medications and first aid in emergencies.
- Effectively and efficiently monitor student illness and provide appropriate treatment.
- Know and record pertinent health data in Health and Wellness Daily log and student medical charts.
- Responsible for organizing pass medication for off campus visits.
- Demonstrate the ability to effectively and efficiently check in student medication, pass student medication, destroy student medication, and transcript and check-in student MAR

### **Other**

- Complete other duties as directed by direct supervisor, professional or administrative personnel.

### **Received by:**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)