

**State of Michigan
Civil Service Commission**

Position Code

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Resident Care Aide-E	10. Division Special Education
5. Working Title (What the agency calls the position) Resident Care Aide	11. Section
6. Name and Position Code Description of Direct Supervisor SHAW, ALVIN L; RESIDENT CARE AIDE SPV-1	12. Unit Michigan School for the Deaf
7. Name and Position Code Description of Second Level Supervisor SHAW, ALVIN L; DEPARTMENTAL MANAGER-3	13. Work Location (City and Address)/Hours of Work MSD Flint / DAYS/SHIFTS VARY

14. General Summary of Function/Purpose of Position

The Michigan School for the Deaf is a day and residential facility for students with hearing impairments and deafness. The purpose of this position is to be a role model for young adolescents. This person is to be a member of the team that creates and implements plans to provide the most nurturing and successful setting outside the home. This person must be able to encourage the development of self-help skills in the children they serve, help modify behavior through structured plans, and have excellent interpersonal communication skills.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 90

The Resident Care Aide serves as a parent surrogate.

Individual tasks related to the duty:

- Make a visual observation of area to ensure residents' whereabouts and safety, and monitor activities.
- Supervise/attend to the personal care needs of residents: bathing, hair care, skin care, nail care, shaving, diapering, toileting, dressing, oral hygiene, etc.
- May control aggressive or disruptive behavior.
- Ensure that residents have adequate support to study/complete homework (i.e. uninterrupted space, adult support).
- Schedule, participate, and transport residents to recreational and therapeutic activities on and off facility grounds.
- Monitor residents in seclusion who are likely to be physically abusive to others or themselves.
- As delegated by licensed professional staff, set up and administer medications.
- The incumbent may have unsupervised access to controlled substances
- Provide a variety of services to assist in carrying out the nursing plan for residents which may include: taking and recording vital signs, applying cold packs and topical treatments.
- Interact with residents at mealtimes to provide teaching opportunity for social interactions and manners.
- Other duties as assigned, appropriate to classification.

Duty 2

General Summary:

Percentage: 10

Participate in staff development opportunities, attend scheduled meetings, and provide written reports on behavior

Individual tasks related to the duty:

- Employees are required to participate in in-service training courses and to satisfactorily complete the coursework.
- Participate in scheduled meetings as directed and in compliance with contract stipulations.
- Provide written reports, such as incident reports, as needed.
- Based on observation, keep required records on residents' activities and behavior, completed schoolwork, physical condition, and reactions to medication and treatment.
- According to the Communication Policy of MSD, those not on the designated level of Sign Language Proficiency as indicated by the Sign Communication Proficiency test (SCPI), will attend mandatory sign language classes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Methods for controlling student behavior
- Types of disciplinary action
- Students, families, and school personnel are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

If past experience and education do not meet the needs of the situation, such as disciplinary problems, Supervisor's assistance will be sought.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Typical residential school activities, walking, sitting, standing, running, lifting. Disruptive student behavior may require physical intervention techniques as identified in CPI training. Transporting students may require driving in adverse weather conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The Michigan School for the Deaf is a day and residential facility for students with hearing impairments and deafness. The purpose of this position is to be a role model for young adolescents. This person is to be a member of the team that creates and implements plans to provide the most nurturing and successful setting outside the home. This person must be able to encourage the development of self-help skills in the children they serve, help modify behavior through structured plans, and have excellent interpersonal communication skills

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The function of the School is to ensure that students with disabilities receive appropriate education and that all rights are preserved. Specifically, the work area functions as a day school and residential placement for students with hearing impairment or deafness. This position functions as a Resident Care Aide in the dormitory, which is an intricate part of the entire program at the Michigan School for the Deaf.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Resident Care Aide 6

No specific type or amount is required.

Resident Care Aide 7

One year of experience equivalent to a Resident Care Aide.

Resident Care Aide E8

Two years of experience equivalent to a Resident Care Aide, including one year equivalent to a Resident Care Aide 7.

Experience in Child Care is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic resident care techniques and methods.

Knowledge of physical, mental, and behavior characteristics of residents.

Ability to establish appropriate relationships and to get along well with residents.

Ability to maintain appropriate attitude and conduct necessary for the welfare of residents.

Ability to observe, evaluate, and record conditions, reactions and changes in the physical and mental conditions of residents.

Ability to communicate effectively.

Ability to communicate using Sign Language as prescribed and measured by the Sign Communication Proficiency Interview Process administered by the Michigan School for the Deaf is required

Employees are required to participate in training courses and to satisfactorily complete the course work.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position requires a criminal background check.

A valid driver's license is required; May be necessary to get chauffeurs license in order to transport students

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

I certify that the entries on these pages are accurate and complete.

JOETTA PARKER

9/17/2020

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date