



**South Central Industries, Inc.  
Job Description**

<b>Job Title:</b> HTS /Group Home Staff	<b>Salary Range:J1 \$9.00 - \$13.00/hr</b>
<b>Working Hours:</b> 2:00 PM - 10:00 PM	<b>Position Type:</b> Full-time, Non-exempt

**About South Central Industries and Benefits:**

South Central Industries, Inc. provides vocational training, employment opportunities, residential services and social outlets that will help individuals with developmental disabilities achieve their maximum potentials by integrating independence, self-sustainability and productivity into all facets of their lives. South Central provides a full benefit package to all full-time employees, including health insurance, vision insurance, life insurance, \$50,000 short-term disability, and a supplemental cancer, stroke, and heart attack insurance policy. Additionally, South Central contributes 2% of an employee’s salary to our employer-sponsored retirement plan. Staff enjoy eleven paid holidays throughout the year and receive 13 days of paid time off in their first year of employment, increasing by one day per year with each additional year of employment.

**Duties and Responsibilities:**

1. Assists in preparation of meals for the service recipient and follows diet plans if required by individual program
2. Administers the service recipient, medication in accordance with M.A.T. standards and as directed by a physician
3. Must follow service recipients Behavior Support Plan (BSP) and complete the required documentation
4. Serves as an advocate for the service recipient and reports any violations to the program coordinator
5. During travels make sure the service recipient Trains and documents habilitation goals as in the individual plan and in accordance with the implementation strategy.
6. wears seat belts
7. Any incident reports need to be completed and turned in to your supervisor or program coordinator the day of the incident
8. Actively participates in staff meetings, workshops and special meeting on such details, as may be required
9. Completes delegated responsibilities and reports at staff meetings on such details as may be required
10. Organizes, supervises and interacts with the service recipient in the daily active treatment program

11. Assists in transporting the service recipient to community activities
12. Knows and follows emergency protocols for fire, tornadoes, accidents, or other serious incidents affecting the service recipient.
13. Completes and maintains time sheets according to agency policies and procedures and the budgeted hours at work site.
14. Completes and maintains Mileage Reports accurately, according to agency policies and procedures, and ensures these are prepared correctly in accordance with the work site budget and are turned in to the administrative office on the first of the month.
15. Any other duties assigned by House Manager, Program Coordinator, or other management personnel.

**Advancement Opportunities:**

This position qualifies for advancement opportunities, depending upon availability and job performance.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Qualifications:**

Candidates for this position must be at least 18 years of age and have a combination of training and experience necessary to meet the expectation required and the responsibilities as outlined.

**Leadership, Change Management and Personal Effectiveness. Demonstrates:**

- Ability to proactively identify, diagnose and creatively resolve problems
- Ability to use effective communication skills
- Strong self-initiative and self-motivation
- Effective time, organizational and prioritization skills
- Team skills and respect of differences

**Education and/or Experience:**

High School Diploma or equivalent

**Language Skills:**

Ability to effectively present information and to respond to questions (supervisors, customers, and the public)

**Environmental Conditions:**

Moderate exposure to hazardous risks, including potential for exposure to infections and communicable diseases, blood and body fluids, electrical equipment, chemicals, such as alcohol and Clorox. Must follow universal safety precautions. Contact with adults who may exhibit physical, behavioral outbursts related to a mental health condition.

**Physical Demands:**

- Standing and Walking: Must be able to walk/stand up to 90% of the time.
- Bending: May bend several times in order to meet the needs of the service recipient
- Carrying: May carry up to 50 pounds. May move equipment (average push force 20 pounds.)
- Lifting: May lift several times to meet the needs of the service recipient.
- Pushing: Minimal.
- Reaching: Several times in order to meet the needs of the service recipient
- Hand/Finger Dexterity: Minimal. May apply pressure with hands.
- Kneeling: May kneel in order to meet the needs of the service recipient.
- Vision: Must be able to see in order to read and write
- Hearing: Must have hearing sensitivity aided or unaided

**Supervision Received:**

Lawn Care staff is hired by the Program Manager and HR and supervised by the Logistics Manager.

My supervisor and I have discussed the details of my job description, and I fully understand my job responsibilities. I also understand the need to be flexible with change, that there may be additions or deletions to my present job description. If I have any additional questions or concerns, it is my responsibility to bring it to the attention of my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date

**Disclaimer**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.