

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**RESIDENTIAL ASSISTANT/COOK**

**Location:** Murray Ridge Center

**QUALIFICATIONS**

**Minimum:**

Must have a high school diploma or GED. Must be able to transfer/lift adult residents. Ability to work with residents with developmental disabilities. Ability to work with kitchen appliances and inventory records. Knowledge of safety and sanitary procedures.

Ability to use computers to access Microsoft Word documents and access/send email; time and attendance.

Must possess or be able to obtain CPR and First Aid certification and Delegation of Nursing Tasks training.

Must have a valid Ohio driver's license and a fully insured, personal vehicle for agency use. Must maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

**Preferred:**

Experience in working with persons with developmental disabilities.

**RESPONSIBILITIES**

Direct care of individuals in a residential setting, including lifting, transferring, positioning, feeding, bathing, grooming, and toileting and participating in recreational activities/outings.

Implementation of Individual Habilitation Plans. Knowledge of Medicaid requirements.

Record keeping, including progress notes, frequency charts, treatment sheets, and incident reports. Transport residents to activities and medical appointments.

Prepare menus as prescribed.

Document food usage, menu substitutions and food orders. Complete food inventory, place and receive dairy and bread orders.

Maintain clean and sanitary work environment. Complete all assigned clean responsibilities.

Participate in staff meetings and inservices.

Housekeeping of facility including bathrooms, laundry, kitchen, dining room, residents' rooms, closets, dressers and after-activity clean-up.

**HOURS:** Generally, 40 hours per week. Flexible as needed in handling variable shifts and locations.

**SALARY:** Level 2

**PROBATION PERIOD:** 280 calendar days (initial); 90 calendar days (non-initial)

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