



# Resident Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RESIDENT SPECIALIST I	5203	A11	\$32,332 - \$47,355
RESIDENT SPECIALIST II	5205	A13	\$35,439 - \$52,388
RESIDENT SPECIALIST III	5207	A15	\$38,976 - \$58,045
RESIDENT SPECIALIST IV	5209	A17	\$42,976 - \$64,469

## GENERAL DESCRIPTION

Performs care and living skills training work in a residential environment by implementing educational plans and planning activities for academic, daily living, leisure, and social skills; and maintaining residential facilities and monitoring resident behavior.

## EXAMPLES OF WORK PERFORMED

Monitors and maintains quality care, treatment, training, and support for all residents in their living environments.

Safeguards residents' safety, health, and well-being; and responds to emergencies, injuries, or complaints according to policy and procedure.

Monitors living conditions, activities, and wardrobes; and submits monitoring reports.

Assesses and documents residents' progress toward program objectives.

Counsels residents and documents behaviors or discipline.

Communicates with other residential staff, facility employees or other interested parties regarding residents' program and progress.

Maintains facility property, equipment, and residents' personal effects.

Participates as a team member to plan resident assessments and program goals, objectives, strategies, and activities.

Implements and monitors behavior, social, and communication skill training and activities.

Transports residents or make travel arrangements.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within current or previous levels and may assist others performing work of greater complexity.*

**RESIDENT SPECIALIST I:** Performs entry-level to routine (journey-level) care and living skills training work in a residential environment. Works under close supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, and occasionally assist other staff in performing work of greater complexity.

**RESIDENT SPECIALIST II:** Performs moderately complex (journey-level) care and living skills training work in a residential environment. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level, and may routinely assist others in performing job duties of greater complexity.

**Note:** *A senior-level employee (levels III-IV) may serve in a lead role. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and the nature, complexity, and impact of the work performed.*

**RESIDENT SPECIALIST III:** Performs highly complex (senior-level) care and living skills training work in a residential environment. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor facility conditions and coordinate services with custodial and maintenance departments.
- Coordinate resident programs within the facility and with external facilities.
- Facilitate effective implementation of resident behavior programs.
- Investigate incidents and prepare reports of findings.
- Serve as a resource to residential staff for managing residents' behaviors; planning and structuring activities; and making, adapting, or using instructional materials.
- Train residential staff on resident assessment and program development and implementation.

**RESIDENT SPECIALIST IV:** Performs advanced (senior-level) care and living skills training work in a residential environment. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may handle some of the most specialized issues and/or complex incidents, and may:

- Participate in quality improvement process groups to enhance facility operations and services.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience working with children and adolescents in a residential or dorm living facility. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of techniques used in planning and monitoring recreational and social activities in a residential rehabilitation setting; child and adolescent problems, growth, and development; techniques used in planning and monitoring activities of residents in special schools or correctional homes; and techniques used in counseling children and parents.
- Ability to assess residents' functional levels and to facilitate productive interaction between residents and staff.

#### **Additional for Resident Specialist III – IV levels**

- Ability to investigate incidents; to manage and account for facility resources; and to serve as a lead worker providing direction to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification in cardiopulmonary resuscitation (CPR), first aid, or prevention and management of aggressive behavior (PMAB).