



**COMMUNITY LIVING TRAINER**  
 Caregiver Position Description

Department:	Community Living
Pay Range:	\$18,720.00 - \$31,574.40
Hours/week:	32 to 40 hours/week
Type of Position:	Full-time
Effective Date:	December 29, 2020

Reports to (title):	Community Living Manager
Job Location:	Brimhall, Crownpoint, Yahtahey, Shiprock, Twin Lakes and Gallup, NM
Supervises:	N/A
Classification:	Non-Exempt
Revised Date:	December 29, 2020

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of CCRC, Inc. are expected to conform to the following:

1. Uphold all principals of confidentiality and patient/consumer care to the fullest extent.
2. Will advocate on behalf of CCRC, Inc. and consumers to educate and uphold the mission of CCRC, Inc.
3. Adhere to all professional and ethical behavior standards of the CCRC, Inc.
4. Interact in an honest, trustworthy and respectful manner with consumers and their families, employees, visitors, medical providers and vendors.
5. Participate in department staff/consumer meetings, quality management activities, educational, and training programs.
6. Monitor the individuals' Individual Service Plan (ISP) and ensure action steps are on target for successful achievement of each outcome at 90% compliance.
7. Accountable to provide daily documentation for services rendered to the consumers.
8. Comply with CCRC, Inc. Policies and Procedures.
9. Comply with CCRC, Inc. Medication Policy.
10. Maintain recertification of all annual or bi-annual required trainings (i.e. CPR/1<sup>st</sup> Aid, Assisting with Medication Delivery, Abuse, Neglect, Exploitation trainings, etc.)
11. Maintain a current insurable driver's license.
12. Display respect and understanding of Navajo traditions and values.

**POSITION PURPOSE**

The Community Living Trainer (CLT) will provide quality direct care services to CCRC, Inc. individuals with intellectual and developmental disabilities (I/DD). It will be the responsibility of the CLT to thoroughly know, understand and implement each consumers' Individual Service Plan (ISP), therapy plans, meal plans, medical crisis plans, health care plans, outcomes, action steps and progress. CLTs are required to document progress of ISPs within the iTherapy electronic documentation system. Documentation must be completely timely, accurately and complete for all services provided. CLT's are responsible to conduct routine cleaning by keeping the home sanitary, assist with laundry, and prepping and cooking meals. CLTs are required to maintain consistent communication with the individuals, their families/guardians, and all CCRC, Inc. service providers (coworkers, department managers, case management, health department administrators, and the Agency Nurse) regarding their care and progress. CLTs are required to follow and stay abreast regarding all COVID-19 pandemic guidelines.



## **COMMUNITY LIVING TRAINER**

### **Caregiver Position Description**

#### **ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES**

##### **PARTICIPATION/TEAMWORK**

1. Responsible to treat all coworkers with dignity and respect by providing accurate and complete communication to all coworkers regarding consumers during shift exchange.
2. Document and notify the oncoming coworkers of incidents, concerns or changes regarding the well-being of the consumers.
3. Participate as an interdisciplinary (IDT) team member and attend meetings regarding consumers.
4. Plan, implement, and coordinate activities and trips monthly with consumers. The monthly travel activity needs to be reviewed with the Community Living Instructor.
5. Assist and support athletes who compete in Special Olympics.

##### **PERSONAL HYGIENE/RESTROOM ASSISTANCE**

1. Responsible to perform personal hygiene and restroom assistance.
2. Assist and support consumers in maintaining proper personal hygiene, meal preparation and social skills.
3. Depending on the weather and daily activities scheduled, ensure individual is dressed appropriately and comfortable for their daily activities.
4. Responsible to assist individuals with daily household chores.

##### **TRAINING COMPLIANCE**

1. Responsible to self monitor and maintain your own training compliance requirements as a direct support professional.
2. Responsible to understand the Developmental Disability Waiver (DDW) Service Standards under supported living, customized in- home supports, customized community supports, and community integrated employment for billing purposes.
3. Trained and required to abide by the CCRC Medication Policy and the New Mexico Board of Pharmacy Standards and Regulations.
4. Emergency Evacuation Drill Evaluation Report must be completed monthly.

##### **HEALTHCARE**

1. Responsible to know the consumers overall Individualized Service Plan (ISP), health care plans, medical crisis plans, meal plans, and therapy plans.
2. Responsible to complete and submit a General Event Report for incidents that occur before the work shift ends.
3. Interact, supervise and assist consumers during activities to promote physical and emotional well-being.
4. Complete and submit CCRC Nurse Assessment; and implement prescribed treatment plans for consumers during an illness.

##### **ASSISTING WITH MEDICATIONS**

1. Assisting with Medications in a safe and responsible manner according to the CCRC, Inc. Medication Policy.
2. Responsible to review the Medication Administration Record (MAR) at shift exchange to ensure documentation is in compliance with The CCRC, Inc. Medication Policy.
3. Responsible to conduct at shift exchange Medication Check to ensure all prescribed medication(s) are accounted for.
4. Responsible to request for refill of medication(s) when there is a 10-day supply left.
5. Responsible to complete documentation for medication(s) received, discontinued and destructed in accordance to The CCRC, Inc. Medication Policy.
6. Responsible to complete and submit a General Events Report (GER) using iTherap



**COMMUNITY LIVING TRAINER**  
Caregiver Position Description

**HOUSEKEEPING/CLEANING**

1. Routine cleaning and sanitization of all areas within the homes, kitchen, restrooms, living rooms, consumer rooms, etc.
2. Ensure the health and safety of all consumers and homes by maintaining compliance with Office of Environmental Health (OEH) and Developmental Disabilities Waiver (DDW) service standards.
3. Will assist and train individuals to maintain a safe and healthy home living environment on a daily basis.

**BILLING/DAILY DOCUMENTATION REQUIRED**

1. Responsible to document progress of Individual Service Plans (ISPs) within the iTherapy electronic documentation system. Documentation must be completed timely, accurately and completely in accordance to the ISP.
2. Ensure billing documentation for assigned consumers is accurate, complete and submitted to the Instructor weekly and/or biweekly according to the CCRC Accounting department deadline.
3. Assist with development and achievement and achievement of consumers' outcome and action steps, monitor and document daily progress.
4. Responsible to understand the service standards for Navajo Nation under day service and residential for billing purposes.

**VEHICLE SAFETY/FACILITY MAINTENANCE**

1. Prior to operating a CCRC vehicle, CLT will conduct the vehicle inspection procedure to ensure vehicle is safe to operate.
2. Responsible to report any environmental hazard issues with their homes to their instructor and/or manager. A Facility Repair and Maintenance Request form must be completed and submitted to the Transportation and Facility Manager within 24 hours to expedite maintenance.

**FOOD PREPARATION**

1. Exercise sanitary food preparation in accordance to Food Handler's certification.

**OTHER**

1. Other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Education:	High School Diploma or GED
Experience:	Three months of proven experience as a caregiver
License/Certification:	<ol style="list-style-type: none"> <li>1. Insurable Valid Driver License</li> <li>2. Qualified Caregivers Criminal History Screening Clearance</li> <li>3. Qualified Employee Abuse Registry Clearance</li> </ol>
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ol style="list-style-type: none"> <li>1. A record of satisfactory performance in all prior and current employment as evidenced by positive employment references;</li> <li>2. Reading and writing skills;</li> <li>3. Able to lift 100 pounds and be in good physical condition;</li> <li>4. Bilingual (Navajo/English) preferred;</li> <li>5. Sensitive to the needs of consumers, family and community;</li> <li>6. Able to interact with people in crisis and unpleasant environments and situations;</li> <li>7. Ability to accept responsibility and ownership for actions, results and risks;</li> <li>8. Ability to perform other duties as assigned;</li> </ol>



**COMMUNITY LIVING TRAINER**  
Caregiver Position Description

<b>PREFERRED QUALIFICATIONS</b>	
Bilingual in both the Navajo/English Language.	

<b>WORK ENVIRONMENT</b>	
Work environment:	This position may be exposed to certain health risks that are inherent when working within a health center facility, such as a potential exposure to hazardous chemicals, infectious body fluids and transmissible diseases (COVID-19).
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. This position requires regular communication, long periods of standing and walking. The employee will be required to lift and transfer consumers of over 100lbs. This job requires reading and writing skills. Talking and hearing are essential to communicate with consumers, medical care providers and CCRC, Inc. staff.
Mental demands:	The employee must be able to respond to treat individuals with dignity and respect. The employee will be expected to handle crisis in a professional manner.

<b>TRIBAL PREFERENCE</b>	
CCRC, Inc. is located within the Navajo Nation and gives preference in employment to enrolled members of the Navajo Nation in accordance with the provisions of the Navajo Preference in Employment Act.	

<b>OTHER</b>	
Confidentiality:	All employees must uphold all principles of confidentiality and patient/consumer care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position is subject to a nation wide Caregivers Criminal History Screening and; is subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates for positions that require a 101-630 background check must be able to successfully pass a background and character investigation in compliance with PL 101-630.
Drug Screening:	All applicants and employees will be subject to random drug/alcohol testing.

<b>DISCLAIMER</b>	
The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as assigned.	



**COMMUNITY LIVING TRAINER**  
Caregiver Position Description

**ACKNOWLEDGEMENT**

I have reviewed the content of the position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions.

---

---

---

---

Employee (Printed Name)

Employee Signature

---

---

Date

---

---