

# The Learning Tree, Inc.

## Job Description

### Residential Instructor- Overnight (RIO)

\* 1-Jul-06

Working under the direct supervision of the Lead Residential Supervisor--Overnight (LRSO), the position of Residential Instructor--Overnight (RIO) shall include but is not limited to the following:

- \* supervision of students during overnight hours
- \* performing bed checks on time schedules established for each student, checking for bed wetting, illness; changing linens and clothing of those wet
- \* participation in crisis intervention procedures as needed
- \* attending to physical needs of students in time of illness, regularly monitoring temperature and communicating health crisis immediately to designated personnel
- \* performing all assigned tasks in a timely manner
- \* proper administration of medications when situations arise for prescriptions or PRN medications to be given during overnight
- \* ensuring evacuation of students in orderly manner within three minute time limit in fire drill session
- \* toileting of all students who are bed wetters on established schedules
- \* ensuring all cleaning and disinfecting duties are completed nightly
- \* safeguarding students by seeing that all cleaners, chemicals, and other dangerous elements are not obtainable by them
- \* following universal precautions/infection control procedures at all times
- \* maintenance of organized and uncluttered work environment
- \* completion of all required documentation (data, incident reports, body checks, daily log, etc.)
- \* participation in crisis management procedures, to include, but not limited to: lifting and lowering individuals to and from the floor, standing from kneeling position and dropping to kneeling position while physically controlling an individual, blocking attempted blows and bites, transporting individuals in crisis state, and deflecting blows from thrown objects
- \* other duties deemed necessary by SRS to ensure care, welfare, safety, and security of students

**Qualifications:** : minimum of high school degree

**Salary & Benefits** starting at \$7.50 per hr, school pays \$177 toward monthly health insurance premium for group plan; 24 Annual Leave days; school provides \$20,000 life insurance policy for health plan participants

**Signature of Employee**

**Date**

**Signature of Witness**

**Date**