

Job Posting Request

Requisition # _____

Position in budget? Yes No

Req# to be completed by HR

If no, must be approved by Fiscal Director.

Approved by _____

POSITION INFORMATION		
Position Title Residential Specialist	Replacement position <input type="checkbox"/> Addition to staff <input type="checkbox"/>	If replacement, list replaced employee: <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> schedule chg
Program	Administrator	Program Phone #
Director	Date position became available:	
Department cost center	Total Hours	
FT: <input type="checkbox"/> 34-40 hours PT: <input type="checkbox"/> 17-33 hours, benefit eligible PT: <input type="checkbox"/> 16 hours or less, non-benefit eligible SUB: <input type="checkbox"/> _____ Shift Differential: Yes <input type="checkbox"/> No <input type="checkbox"/>	Schedule: days/ hours <input type="checkbox"/> Mon. _____ <input type="checkbox"/> Thurs. _____ <input type="checkbox"/> Sun. _____ <input type="checkbox"/> Tues. _____ <input type="checkbox"/> Fri. _____ <input type="checkbox"/> As Needed <input type="checkbox"/> Wed. _____ <input type="checkbox"/> Sat. _____	
Basic Functions - Summarize the overall purpose and objectives of the job. Provides services and support in all aspects of daily living to individuals with developmental disabilities		
Essential Functions - List the principle tasks, duties and responsibilities of the job Provides residential services and support for clients in a home environment in the Dayton (and surrounding) Community, Responsible for providing assistance with daily living functions in accordance with each client's individual service plan. Responsible for overall living arrangements, management of finances and appointments, record keeping and documentation. Encourages meaningful relationships with neighbors and friends and involvement in community and recreational activities.		
Minimum Qualifications - Minimum knowledge, skills, and abilities to enter the job. Also list any certifications, degrees, etc. that are required Licensed, insured driver with good driving record may use personal vehicle to transport clients. Choices In Community Living compensates for personal vehicle use according to company policy. Must be able to pass background check, Physical exam and drug screen. Must provide proof of auto insurance.		
Special Working Conditions (if required): list residential environment, physical requirements, travel, unique scheduling, etc.		
HR USE ONLY: Date Posted: _____ Date Filled: _____ Days to fill: _____ Recruitment source: _____ EEOC data: _____		