Job Title: Residential Services Specialist

Company: Omni Visions, Inc.

Web: www.omnivisions.com

Address: 301 S. Perimeter Park Drive

City: Nashville

State: TN

Zip: 37211

Contact Name: John Harker

Contact Title: Recruitment Specialist

Contact Phone: 615-726-3603

Phone Ext: 8032

Fax: 615-726-0393

Salary: $10.00/hour

Days: 5

Hours: 40

Job Description:

**Omni Visions** - Omni Visions is a multi-state placement agency that specializes in providing services for adults and children. At Omni Visions, our focus is on the entire family, ensuring we provide each individual and each family a community support system that facilitates and inspires their growth and development. The Residential Services Specialist position is critical to achieving this focus by providing direction, guidance and supervision to youth residing in a residential treatment facility or group home. Omni Visions employees are required to model the company’s mission, vision and values in the course of their employment.

**Summary:** The Residential Services Specialist is responsible for providing residents with intellectual and/or developmental disabilities with direction, guidance and supervision in daily activities and acting as a positive/consistent role model.
Essential Duties and Responsibilities:
Provide supervision to residents including, daily activities, enforcing the daily planning schedule, conducting property inspections, documenting non-compliance. The RSS II provides team leader support to the RSS I.
Ensure safety, cleanliness, and compliance by implementing appropriate protocols, identifying hazards, assisting with crisis intervention, providing transportation, conducting safety inspections and drills, inspecting property for appropriate housekeeping and safety of buildings and grounds. The RSS II will conduct drug screens as appropriate.
Provide administrative support, including ensuring proper staffing ratios to resident supervision, cooperation with associated agencies and personnel, maintaining financial stewardship and oversight, daily recordkeeping, planning resident activities, attend staff meetings and training, assisting with intakes, developing documentation in pass-on, incident reports and point sheets and updating the resident information book and other reports as needed.
Responsible for preventing client abuse by adhering to all policies and procedures, attending periodic training, reporting suspicious and inappropriate behavior, and following mandatory abuse reporting requirements.
Participate in facilitation of therapeutic group activities, including but not limited to program adjustment, life skills, conflict resolution, etc., and teaching life skills to residents.
Other duties as assigned.

Qualifications: High school diploma or GED and one year prior experience working with youth in a residential treatment facility required. Key Success Indicators (KSIs) include:

- Decision Making
- Regulatory Compliance
- Interpersonal skills
- Organization and planning
- Cooperation and Collaboration

Certificates, Licenses, Registrations: Valid driver’s license, proof of automobile insurance, and reliable transportation.

Other Skills and Abilities: Omni Visions is committed to the philosophy of lifelong learning and expects all employees to continue their personal and professional development. Residential Specialists are required to successfully complete all regulatory-required training.

Other Qualifications: Must complete a post-offer physical and TBI background check and fingerprinting. Must also be able to work flexible hours and occasional overtime. Must demonstrate ability to read, write and understand non-verbal gestures used by non-verbal clients.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to stand, walk, bend, squat, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift/move 50 or more pounds. Specific mental abilities required by this job include continuous concentration to detail; frequent oral and written communication; and an attention span of 1+ hours on a task and the ability to remember multiple tasks.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. May experience occasional exposure to blood and bodily fluids.

**Promotion & Advancement:** To be considered for promotion to a higher level Residential Specialist classification, the employee must meet the personal and professional development requirements as established in the individual development plan have demonstrated strong on-the-job performance. Please see your supervisor or manager for additional details.

Contact Method:  [jharker@omnivisions.com](mailto:jharker@omnivisions.com)

Job Type: Full-time and Part-time

End/Removal Date: May 31, 2015