

# Key Staff - Role Description

(Rev. 10/30/23)

Every residential direct care staff will be assigned to serve as the Key Staff for 3-5 students in their dorm, to focus on dorm-based aspects of programming and to assist with some basic case management tasks. Key staff assess, monitor, and teach residents:

1. Activities of Daily Living (adl's):
  - Personal hygiene:
    - Showering
    - Handwashing
    - Oral Health Care
    - Wearing clean clothing
    - Skin Care
    - Foot Care
    - Hair Care
    - Deodorant
  - Personal Belongings Care:
    - Clothing
      - Storage
      - Laundering
      - Appropriate wardrobe
    - Bedroom Care
      - Being organized
      - Being neat
      - Being clean
2. Dorm-based Reports:
  - Monthly Progress Reports (residential portion)
  - (DCYF/DJJS students) Independent Living Forms
3. Dorm-based Individualized Treatment Programming:
  - Personal hygiene programs
  - Room care programs
  - Relaxation programs
  - Coping skills programs
4. Independent Living Preparation
  - New Hampshire Trails
5. Family Visits
  - Confirming / establishing visit logistics based on Treatment Coordinator's plan
6. Social Calls
  - Facilitating social calls
7. Be an "expert" on their students issues and functioning:
  - Review psychosocial assessments, individual treatment plans, incident reports, and log notes.