
Social Security Number

COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION

APPLICATION SUPPLEMENT NO. 2008-122-1

For

**RESIDENTIAL PROGRAM TRAINEE (L0785)
RESIDENTIAL PROGRAM WORKER (L0786)**

The information you report on your Application for Employment/Promotion and this supplement is the test for these jobs and will be used to rate your qualifications.

For this reason, it is important that you **provide complete and accurate information about your experience**. Incomplete information may delay the processing of your application and/or reduce your score. The claims you make and all other information you provide, are subject to verification.

Please do not submit a resume in lieu of providing the requested information. Resumes will not be scored.

This supplement describes the 5 major work behaviors a Residential Program Trainee is expected to perform soon after hire and the additional work behavior a newly-appointed Residential Program Worker is expected to perform soon after hire. Work behaviors are activities performed to achieve the objectives of the job. Read each work behavior and select the work activities you have performed for each work behavior.

Make sure you enter your social security number on each page. After you have finished, you must read, complete and sign the last page.

WORK BEHAVIOR 1 - INSTRUCTS INDIVIDUALS IN BASIC SELF-CARE SKILLS

Instructs individuals in basic self-care skills such as: personal hygiene, dressing, table manners, bathing, first aid, etc.

Work Activities

Select the box(es) for each basic self-care skill(s) in which you have instructed any individuals. Select all that apply.

- Personal hygiene (brushing teeth, nail care, shaving, toileting, etc.)
- Dressing (choosing appropriate clothing based upon the season and occasion)
- Table manners (proper use of utensils and passing plates of food)
- Bathing and hair care including the importance of regular care
- First Aid (treating minor cuts and scrapes, burns, insect bites and use of over-the-counter medication)
- I did not perform any of these activities

List below where you obtained this experience.

WORK BEHAVIOR 2 - INSTRUCTS INDIVIDUALS IN DAILY LIVING ACTIVITIES

Instructs individuals in order to help them become more independent in their daily living activities such as: menu planning, meal preparation, laundry, house cleaning, shopping, etc.

Work Activities

Select the box(es) for each basic self-care skill(s) in which you have instructed and/or mentored any individuals. Select all that apply.

- Menu planning and nutrition
- Meal preparation, including use of appliances, cooking utensils, pans, etc.
- Laundry and clothing care (folding, sewing, washing and drying)
- House cleaning (vacuuming, dusting, mopping, etc.)
- Shopping, including clothes, personal items and groceries
- I did not perform any of these activities

List below where you obtained this experience.

WORK BEHAVIOR 3 – COORDINATES SOCIALIZATION AND RECREATIONAL ACTIVITIES

Coordinates socialization and recreational activities for individuals to help them become involved and integrated into the community. This includes coordinating, scheduling, coaching, organizing, planning, chaperoning and/or mentoring activities such as: fitness programs, sports, camping, trips to museums, films, restaurants, hobbies, arts and crafts, family visits, etc.

Work Activities

Select the box(es) for each of the following activities you have coordinated. Select all that apply.

- Recreational opportunities (sports, fitness programs, camping, picnics, fishing trips, etc.)
- Cultural events (trips to museums, plays, concerts, films, etc.)
- Personal interests (hobbies, arts and crafts, clubs, volunteer work, etc.)
- Family visits
- Restaurant dining and appropriate behavior for dining out (ordering meals, tipping, paying the bill, etc.)
- I did not perform any of these activities

List below where you obtained this experience.

WORK BEHAVIOR 4 - INSTRUCTS INDIVIDUALS IN SAFETY SKILLS

Instructs individuals to provide a safe and secure home and become a productive member of the community. This includes teaching safety and community awareness skills such as: household maintenance, removing trash, changing light bulbs, raking leaves, shoveling snow, understanding fire safety, recognizing hazards, following evacuation plans, becoming oriented with public transportation, using traffic crossing lights, giving directions to taxi drivers, paying fares, etc.

Work Activities

Select the box(es) for each personal home and community safety skill(s) in which you have instructed any individuals. Select all that apply.

- Household maintenance (changing light bulbs, unclogging drains, removing trash, etc.)
- Outdoor care (shoveling snow, mowing and weeding yard, raking leaves, etc.)
- Fire safety and accident prevention (removing hazards, being aware of fire causes and protecting others from injury)
- Orientation to getting around the community (crossing streets, using traffic crossing lights, locating public buildings, department stores, city and municipal agencies, etc.)
- Orientation to public transportation (using bus schedules, calling and giving directions to taxi drivers, paying fares, etc.)
- I did not perform any of these activities

**List below where you obtained this experience.
(Use back of page if needed)**

WORK BEHAVIOR 5 – GUIDES INDIVIDUALS IN PROBLEM SOLVING

Guides individuals to help them deal effectively with social and personal problems, accept disappointments and deal with unfriendly people, using life sharing experiences.

Work Activities

Select the box(es) for each of the following activities in which you have guided any individuals. Select all that apply.

- Group and or team work
- Communication with others
- Accepting disappointment and adapting to change
- Using social skills and dealing with different types of people including those who are unfriendly
- Contributing to the community in productive ways, i.e., volunteering, fundraising for charities, participating in community events, etc.
- I did not perform any of these activities

**List below where you obtained this experience.
(Use back of page if needed)**

IF YOU ARE TAKING THE RESIDENTIAL PROGRAM WORKER EXAM PLEASE CONTINUE TO PAGE 7.

IF YOU ARE TAKING THE RESIDENTIAL PROGRAM TRAINEE EXAM PLEASE GO TO PAGE 8.

WORK BEHAVIOR 6 - INSTRUCTS INDIVIDUALS IN FINANCIAL MANAGEMENT

Instructs individuals in managing their money to become independent. This includes understanding the value of money, planning and monitoring budgets, using a checkbook, using automatic teller machines (ATMs), etc.

Work Activities

Select the box(es) for each of the following activities in which you have instructed any individuals. Select all that apply.

- Value of money – coins and currency
- Planning and monitoring individual and household budgets
- Use of checking and savings accounts (writing checks, making deposits, recording and balancing checkbooks, etc.)
- Use of bank facilities and services (loans, automatic teller machines (ATMs), credit cards, etc.)
- Tipping and making change
- I did not perform any of these activities

List below where you obtained this experience.

Social Security Number

I understand this Supplement and all additional sheets constitute part of my Civil Service Application for Employment/Promotion. If requested, I will provide documentation and the names, addresses and phone numbers of persons who can verify the validity of the claims I make in this Supplement and the information reported as part of the Application.

Printed Name of Applicant

Date

Signature of Applicant

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Home Phone Number

Street Address

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Daytime Phone Number

City

State

Zip Code

E-Mail Address