

Community Living Options

JOB DESCRIPTION

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Program Support Staff

DEPARTMENT:	Residential, Supported Living, Day Program
REPORTS TO:	Program Supervisor
POSITIONS SUPERVISED:	None
STATUS:	Non-exempt
REVISION DATE:	January 2006

Summary of Responsibilities:

Directly support consumers in group homes, supported living programs, and day programs. Implement treatment plans as established by an interdisciplinary team. Responsible to model appropriate behavior and teach life skills to individuals. Responsible for the personal, social and community skill training to individuals served and enhance their abilities to live and socialize within the community.

Essential Duties and Responsibilities:

1.0 Consumer Involvement

- 1.1 Participate in the evaluation and development of consumer goals, activities and programs through attendance at staff meetings and at service team meetings as requested.
- 1.2 Instruct and assist with consumers' service plan goals, objectives and programs as defined by written plans and program procedures.
- 1.3 Document daily activities in the manner prescribed by the service team, supervisor and/or agency procedures.
- 1.4 Supervise medication administration and monitoring of health treatment applications, medicine side effects and health problems.
- 1.5 Provide training on various independent living skills.
- 1.6 Transport and supervise consumers as needed to community appointments and activities.
- 1.7 Run scheduled groups and/or provide meaningful one-to-one interaction with consumers to encourage maximum progress toward independence and community inclusion.
- 1.8 Disburse consumer personal funds, including prompt and accurate recording of all transactions.
- 1.9 Ensure that consumers are treated with dignity and respect and given choices whenever possible.

2.0 Home/Facility Maintenance

- 2.1 Complete and document all assigned home maintenance duties, working in conjunction with consumers whenever possible.
- 2.2 Responsible for keeping all areas of the home/facility clean, safe and sanitary; identify and deal with problem areas as appropriate.
- 2.3 Shop for food and/or operational supplies as assigned, working with consumers whenever possible.

3.0 Transportation

- 3.1 Provide safe, responsible transportation as needed.
- 3.2 Monitor and report vehicle operation or safety concerns.
- 3.3 Accurately complete necessary transportation documentation including logging mileage for each trip.

4.0 Other Consumer Related Areas

- 4.1 Complete progress notes, case record material, incident and accident reports, shift logs and other required paperwork.

4.2 Ensure consumer confidentiality by checking that appropriate releases of information are in the case record prior to providing any identifying information.

4.2 Ensure a safe environment including, but not limited to, screening home visitors, conducting scheduled fire drills, supervising activities, knowing general whereabouts of individuals served, following safety guidelines in workshop area.

4.4 Ensure rules are followed and that violations are appropriately documented and reported as necessary.

4.5 Review and initial shift/staff logs from previous shifts for appropriate programs.

4.6 Coordinate emergency response with case management and/or other emergency providers (and Gryphon Place for Kalamazoo programs). Immediately inform Program Supervisor (or on-call after hours) of any situation as appropriate.

4.7 Read and be aware of all applicable agency policies and procedures.

4.8 Other tasks as deemed necessary by the supervisor.

5.0 Staff Development

5.1 Complete and maintain all required trainings and certificates according to training schedule guidelines.

5.2 Attend a minimum of two additional trainings approved by the Program Supervisor every twelve months.

Non-Essential Duties and Responsibilities

1. Disburse petty cash for appropriate uses when delegated this responsibility by supervisor. Obtain receipts and complete required documentation.

Position Requirements -Essential: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or equivalent
2. Valid driver's license with a good driving record. (on occasion, a position may become available~ where driving is not necessary).
3. Ability to work effectively in a team setting.
4. Ability to work with individuals of diverse backgrounds.
5. Demonstrated ability to communicate in both verbal and written format.
6. Ability to lift a minimum of 50 pounds.
7. Ability to work flexible hours at various locations to meet program needs.
8. Reliable transportation

Position Requirements -Non-essential:

1. Experience and knowledge working with computers.
2. One year related experience and/or education

Note: From time to time, the Program Supervisor may designate part of overnight Program Support shifts as "sleep hours". During this defined down time, staff may sleep or perform non-agency activities at the home, but will be required to return to normal duties if any consumer requires assistance. The rate of pay for defined "sleep hours" is \$2.00 less than the rate of pay for awake shifts. If a staff is required to work on agency business during this time, it shall be at the regular rate of pay.

PHI Classification Level 8 - access to limited PHI of consumers on a need to know basis, as specifically related to your job.

Approved by: _____ Date: _____ Review Date: _____

Staff Signature: _____ Date: _____