

Happy Valley Day Facility

Day Support Job Description

Job Title: Day Support Staff

Supervised by: Lucretius D. Stephens/ Director

Job Summary: Will provide the highest quality of care and service to the individual.
Must exhibit caring and understanding attitude at all times.

Work Schedule: Monday-Friday 9:00AM to 4:00PM

Wages for this position: To be determined

Total Hours Weekly: 32 hours

Benefits: To be determined

Qualifications:

- 18 years or older
- Must have a high school diploma or General Education Development (GED)
- Must have at least 6 months experience working with developmental disabled and mentally retarded individuals.
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

Duties/Responsibilities:

- Provide direct assistance in self-help socialization, and adaptive skills training retention and improvement to individual participants and group participants
- Provide direct assistance in training retraining or improving the access to and use of community resources by individual participants or groups of participants
- Implements the behavioral support plans of participants to reduce inappropriate and/or maladaptive behaviors and to acquire alternative adaptive skills and behaviors.
- Provide active support and direct assistance in participants participation in community social recreational and leisure activities
- Assist with personal care and self administration of medication
- Monitor participants and report change
- Complete all paperwork in a timely fashion
- Assist participants with achieving goals
- Help individual in activities of their choice
- Support participant in job search.
- Record progress on skill development and achievement

Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.
- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

Working Conditions:

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

Reliability:

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

End of Service:

- The employee agrees to give at least a two-week notice prior to resigning from this position

This job description is subject to review or revision on an annual basis or when a change in job duties is required.

I have received a copy of the job description for my records
I have read the entire job description and understand my responsibilities.
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

Signature of Employee

Date

Signature of Employer

Date

