

New Hope Center, Inc. **Job Description**

Job Title: Day Service Support Staff
Department: Day Service
Reports To: Day Service Coordinator
FLSA Status: Non-Exempt
Prepared By: Administration
Prepared Date : 7/30/12
Approved By: BOD & Personnel Committee
Approved Date: 7/30/2012
Updated: 09/06/2013

Summary To provide intensive, individualized coaching to one or more individuals with unique needs to enhance personal growth, social growth and well-being.

Essential Duties and Responsibilities Responsibilities include the following. Other duties or tasks may be assigned. Management may modify, change or add to the duties of this description at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Empower independence and self-expression during all activities.
- Provide support and supervision in skill acquisition throughout the day.
- Plan and implement a variety of activities daily to promote physical exercise, cognitive stimulation and socialization per day service schedule.
- Assist with maintaining functional communicative skills and mobility skills.
- Assist with personal cares including toileting and provide daily personal hygiene training.
- Operate Hoyer lifts, overhead lifts, wheelchair lifts and adaptive equipment of all kinds.
- Assist and supervise with medication administration, meals, including oral intake and administration of g-tube feeding (with training provided).
- Utilize positive behavior intervention techniques (i.e., positive reinforcement, modeling, verbal prompts, hand over hand training) to facilitate personal growth.
- Participate in the development, implementation and evaluation of individual program plans in coordination with the Day Service Coordinator or Case Manager.
- Create department documents, client progress reports, incident reports and other day service related documents on the computer.
- Participate in team meetings and staff development trainings.
- Practice Standard Precautions and report safety issues to Day Service Coordinator.
- Maintain environment including cleaning of day service restroom, equipment, vehicles and tasks as assigned.
- Maintain confidentiality.

Supervisory Responsibilities This job has no supervisory responsibilities.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving
- Technical Skills
- Interpersonal Skills
- Oral and Written Communication
- Teamwork
- Professionalism

Qualifications 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.

Education and/or Experience High school diploma or general education degree (GED); or two years of related experience and/or training in personal cares preferred; or equivalent combination of education and experience.

Language Skills

- Ability to understand written communications.
- Ability to communicate (hearing and speech).
- Ability to comprehend verbal communications.

Reasoning Ability

- Analytical and decision making ability.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

- Ability to operate office equipment.
- Ability to use Email and attendance system.

Certificates, Licenses, Registrations Current valid driver's license.

Other Qualifications

- Ability to drive a small passenger van.
- Proof of adequate auto insurance.
- Good driving record.
- Ability to travel independently to various locations.

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 regularly required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, bend, twist, crouch, or crawl. The employee must occasionally lift and /or carry up to 50 pounds. The employee must occasionally maintain a brisk walking pace for 1 mile, run 25 yards, and to push and pull 200 pounds utilizing both hands.

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.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to extreme cold and extreme heat and occasionally to dust. The noise level in the work environment is occasionally very loud.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.

Signature _____

Date _____