

Imagine



Supported Living Services

JOB DESCRIPTION

Position: Facilitator, Supported Living Service

Service: Supported Living Services provides support to adults with developmental disabilities who wish to receive support to live successfully in our community.

Purpose of position: The primary focus of the Facilitator is:

1. Provides support and facilitates teams that provide support for consumers living in their own homes or apartments.
2. Assists consumers with securing and maintaining their own homes or apartments.
3. Coordination with San Andreas Regional Center.
4. Case management duties.
5. Provides monthly reporting of all financial transactions for individual receiving services.
6. Hires and directs management and scheduling of all staff that support individuals receiving services.
7. Provides crisis intervention and support and rotating on-call duties
8. Customer service.

Qualifications / Education: The successful Facilitator is people-oriented, energetic, works well independently, is flexible, and is a positive role model for Imagine Staff and Consumers. Qualifications include:

- Excellent oral and written communication skills.
- Knowledge and experience with computer use, including Microsoft Word/Excel.
- Satisfactory organizational, management, and supervisory skills.
- A college degree with a minimum of one year's experience, or a minimum of four years experience working with people who have developmental disabilities.
- The ability to maintain First Aid and CPR certification.
- A valid California Driver License, clear driving record, and registered and insured vehicle.
- A Department of Justice or criminal background clearance.
- Completes tuberculosis screening test (after hiring).

Requirements:

- **Personal Assistance:** Ability to assist the individual with activities of daily living including bathing, toileting, and other self-help skills.
- **Lifting / Physical Demands:** Ability to lift 50 or more pounds frequently.
- **Challenging Behaviors:** Ability and willingness to support individuals with challenging behavior.
- **Ability to:** read and interpret documents, write specific reports and correspondence, apply mathematical concepts to practical situations, solve complex problems, and to interpret written and verbal instructions is required.

Reports To: Executive Director of Imagine SLS

Status: Exempt, salaried position. Full time: eligible for all applicable benefits.

Compensation: Base pay is equal to \$18 an hour.

Work Schedule: 40 hours per week for full caseload. Flexible hours as required by the consumer, staff and program.

Duties / Responsibilities:

1. *Supports Consumer with supervising Supported Living Services Staff – participates in interviewing and hiring of new staff. Maintains schedule and organizes monthly house meetings. Responds quickly (within 24 hours) to concerns and requests from consumer, family, and staff.
2. *Works directly with consumers to provide specialized support and service.
3. Creates and enters documentation into the computer; maintains, analyzes and summarizes pertinent program data.
4. Participates in the training process for new SLS staff.
5. Maintains Monthly Services Reviews for individual programs.
6. *Provides written updates to the ISP on a quarterly basis.
7. *Emergency and Crisis support through a rotating back-up emergency pager system.
8. *Maintains current Red Cross First Aid and CPR certification.
9. *Reviews and signs all timesheets for staff working under Facilitator’s supervision.
10. Attends team meetings every two weeks, rotating duties of meeting minutes.
11. Participates in ongoing trainings as requested.
12. *Complies with IMAGINE’s mission, policies, and procedures.
13. Communicates with San Andreas Regional Center weekly.
14. Communicates with family or other involved parties regularly and as needed.
15. *Provides required documentation to outside organizations (HA, Social Security, etc.) as requested in a timely manner.
16. *Meets with consumer in his or her home at least once a week, or more frequently if needed.
17. *Oversees all financial information for individuals receiving services and submits compiled receipts and bills with monthly budget form.
18. Works with any additional community providers involved, to coordinate services and support plans.
19. *Works in compliance with program safety standards, completing a quarterly safety checklist.
20. *Schedules, attends, and distributes information from all doctor or other health related appointments.
21. Distributes appropriate information to team in a timely fashion.
22. *Provides transportation to consumers as needed.
23. Completes other duties as assigned by supervisor.

*These duties / responsibilities are considered to be "essential" to the position under the terms of the Americans with Disability Act; these designations may change at any time according to the needs of the program.

The foregoing statements describe the general purposes and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

My signature below indicates that I have reviewed this job description, and have received a copy of it. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

Employee Signature

Date