

Imagine



Supported Living Services

JOB DESCRIPTION

Position: Home Support Specialist, Supported Living Services

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 Home Support Specialist is:

1. Providing support to individuals in their homes and in the community by providing supervision, training, companionship, behavioral support, and other duties as deemed necessary by the consumer or the consumer's circle of support.
2. Crisis Support
3. Ensuring the safety of consumers, and other people, involved with SLS
4. Customer Service

Qualifications / Education: The successful Home Support Specialist is reliable, energetic, flexible, capable of working both independently and as part of a team, and is a positive role model for Supported Living's clientele. Qualifications include:

- A high school diploma or its equivalent.
- A minimum of one year of experience with adults who have developmental disabilities (or similar experience), is strongly preferred.
- The ability to maintain First Aid and CPR certification.
- Position may require a California driver's license, a good driving record, and a registered and insured vehicle.
- Department of Justice, or criminal background check.
- Completes tuberculosis screening test (after hiring).
- Familiarity with SLS programs and consumers is also beneficial.

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: SLS Facilitator

Status: Exempt, hourly position. Position may be full time or part time. If regularly scheduled for 30 or more hours each week, employee is full time and eligible for all applicable benefits.

Work Schedule: Hours dependent on consumer's need. Staff must be available during business, evening, weekend, and holiday hours.

Duties / Responsibilities:

1. *Ensures consumer safety in the home and community.
2. *Assists consumer in achieving personal, behavioral, educational, or vocational goals as identified in the Individual Service Plan and Day Program Plan.
3. *†Assists with household duties such as cleaning, cooking, and household management (may include yard upkeep) to maintain household in accordance with the guidelines determined by the consumer, and consumer's circle of support. No significant amount of time should be designated to these tasks.
4. †Provides necessary support for consumer to meet personal needs.
5. Provides skills training when applicable.
6. *Maintains current First Aid and CPR certification.
7. *Participates in all mandatory trainings.
8. *Responds to crisis in accordance with Imagine's policy and training
9. *†Assists consumer with any medical needs or appointments.
10. Provides supervision and support to consumer in the home and community.
11. *Communicates and coordinates services with Facilitator and Imagine management team.
12. Develops and maintains written documentation, as requested.
13. *Complies with Imagine's goals, policies, and procedures.
14. *Makes all decisions based on agency Vision and Values Statement.
15. Completes all 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.

† When applicable, these duties fall within your contract with In Home Support Services (IHSS) and will be paid for by that agency.

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