

Imagine



Supported Living Services

JOB DESCRIPTION

Position: Lead Staff Home Support Specialist

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 Lead Staff 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 Lead Staff 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:

- Satisfactory oral and written communication, math, and computer skills.
- 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.
- 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.
- **Pager rotation:** Provide crisis intervention and support on a rotating, on call basis.

Reports To: SLS Facilitator

Status: Non-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. *Creates monthly schedule and ensures shift coverage. Responsible for shift coverage if a substitute staff is not found.
2. *Schedules monthly house meetings and ensures staff attendance.
3. *Collects timecards, turns into office by deadline, bi-monthly.
4. *Completes Monthly Service Reviews and Quarterly Safety Checklists.
5. *Responsible for the review and upkeep of all household safety supplies.
6. *Updates house binders at least once a month, insuring all paperwork (office forms, data collection forms, medication information, etc) is up to date and available.
7. *Picks up medication, reviews for accuracy, creates and updates medication log as needed, at least monthly.
8. *Posts monthly activity calendar, records all planned activities and meetings on house schedule, and posts any other Imagine correspondence.
9. *Ensures consumer safety in the home and community.
10. *Facilitates with team, the development and ongoing revisions to the Day Program Plan.
11. *Assist consumer in achieving personal, behavioral, educational, or vocational goals as identified in the Individual Service Plan and Day Program Plan.
12. *†Assists with some light household duties such as cleaning, cooking, and household management (may include yard upkeep) to maintain household in accordance to the guidelines determined by the consumer and consumer's circle of support. No significant amount of time should be designated to these tasks.
13. †Provides necessary support for consumer to meet personal needs.
14. Provides skills training when applicable.
15. *Maintains current First Aid and CPR certification.
16. *Participates in pager rotation (see duties below)
17. *Participates in all mandatory trainings.
18. *Responds to crisis in accordance with Imagine's policy and training
19. *†Assists consumer with any medical needs or appointments.
20. Provides supervision and support to consumer in the home and community.
21. *Communicates and coordinates services with Facilitator and Imagine management team.
22. Develops and maintains written documentation, as requested.
23. *Complies with Imagine's goals, policies, and procedures.
24. *Makes all decisions based on agency Mission and Values Statement.
25. Completes all other duties as assigned by supervisor.

Work Schedule: Seven evenings, including one weekend, approximately once a month (Wednesday – Wednesday). One planning meeting per month (or as scheduled).

Duties / Responsibilities:

1. Stays within Santa Cruz County boundaries near a vehicle and within cell phone coverage while carrying the emergency pager.
2. While carrying the pager you are considered “on duty” and our Staff Guidelines Regarding Judgment Impairing Substances Policy is in effect. **You must refrain from using any judgment impairing substances.**
3. Pick up and drop off pager as scheduled, between the hours of 11:00am and 1:00pm, at the Imagine office.
4. Respond by phone within **five minutes** of receiving a message or page on the emergency pager system.

5. Contact the Back-Up Pager if the situation involves members of the community, a Workers Compensation injury, the police, or a life threatening emergency.
6. Contact and coordinate emergency substitute support as necessary.
7. Provide direct service support in the event that it is required.
8. Complete an incident report within 24 hours when appropriate.
9. Contact the Facilitator the next business day when an incident occurs involving the client they serve.
10. Attend scheduled planning meetings to review the status of the people being served by Imagine and discuss pager procedures.

* 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