

POSITION DESCRIPTION**DAY SUPPORT SPECIALIST**

Meadowcreek Day Support Services
Center for Adult Developmental Services
Region Ten Community Services Board

JOB TITLE: Day Support Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a professional FLSA non-exempt position. The incumbent serves as a Day Support Specialist in a day support program for adults with intellectual disabilities. The Day Support Specialist must maintain safe conditions for the clients and provide general client care and supervision. The incumbent is responsible for the writing and implementation of individual training programs. In addition, he/she is responsible for educational activities and supervision of community activities as scheduled for each client during program hours and documentation of service delivery. Additionally, he/she is expected to attend team meetings, other professional meetings and represent the program to the community as needed.

The incumbent reports to the Day Support Program Director and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining action using a wide range of procedures; but within the limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Medicaid waiver regulations, as well as established Region Ten policies. The incumbent is required to exercise sound judgment and demonstrate initiative; independence, creativity, leadership and cooperativeness when performing assigned duties and responsibilities. The Day Support specialist is an employee of Adult Developmental Services and may be asked at any time to work at any given location as needed by various division programs.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Directly implements the individual support plans for clients in center-based and community settings; provide systematic training in social, behavioral, personal care, communication, leisure/recreation, and community living skills; and facilitate social interactions and development of social relationships with community members. Must be physically able to respond to and manage aggressive behavior.
2. *Development of 5-6 clients comprehensive, individualized support plans, weekly, monthly and quarterly evaluations of all plans. Complete daily documentation for service delivery to include training and assistance, interventions; client observations; medication assistance and other documentation as required by licensure regulations and Medicaid Waiver requirements.
3. *Attends team meetings to discuss and coordinate client's needs and services, and attends interdisciplinary team meetings to coordinate long and short term goals and services.
4. *Transports clients to planned services, or arrange and train transportation skills, as applicable. Transportation duties require availability of personal car for business use.
5. *Acquires and maintains valid certification in first aid, CPR, medication administration, behavior management and crisis intervention in order to ensure the safety of clients to comply with state/federal residential staffing requirements.
6. *Ensures the health and safety of residents and program participants and provides planned and emergency services as described:
 - a. counsels and manages behaviors by prevention or de-escalation of aggression or restraint as needed.
 - b. conducts and supervises recreation/community integration with clients.
 - c. supervises clients participation community based and daily living activities
 - d. provide skills training for identified needs.
 - e. assists with self-administration and recording of client medications, including insulin
 - f. assists, supervises and/or trains all clients in personal care skills (i.e., toileting, showering/bathing tooth brushing, topical medications, menstrual care) as needed.
 - g. performs CPR/First Aid/crisis intervention for medical or behavioral emergencies following training guidelines
 - h. able to perform direct care responsibilities working solo at any designated site.
 - i. tube and ostomy care, as needed.
7. *Reads all client, team, division and agency communication
8. *Is considered essential staff and may be required to work at other program locations during scheduled hours to meet client needs.
9. *Addresses behavior interventions using positive programming; adheres to the agency policies and Human Rights guidelines. Staff interventions will include teaching alternative behaviors, using prevention or de-escalation strategies as outlined by the Region Ten Crisis Intervention/Behavior Management training. Physical restraints will be used as a last resort method to protect the client or others from harm. Staff must use the methods as outlined in Crisis

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Intervention/Behavior Management training.

10. *Performs lifting procedures following specific training guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the clients.
11. *Must have the energy, stamina, and mobility to meet the community integration/domestic skills/personal care needs of the clients.
12. Other job related duties as assigned by the Program Manager or Director.
13. *Displays professional behavior; works effectively with individuals and team; communicates professionally and with respect to confidentiality, maintains good interpersonal relationships; works with teammates to problem-solve; and executes services delivery with attention to safety and quality of care.
14. *Must be able to use a computer effectively to document consumer care in the electronic record; to create word documents and communicate effectively in writing reports, emails and correspondences in concise and grammatically correct manner.

QUALIFICATIONS:

To perform duties in this position the incumbent must have own car available for use each day. The vehicle must be in safe working order and have room for two passengers. To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the division of Motor Vehicles are required. For client related use of a personal car a certificate of valid personal automobile insurance must be provided. Position requires a degree in human services, plus two years related experience is preferred. The incumbent must be able to perform all duties including physically assisting individuals with lifting and transferring needs; personal care and to be physically able to respond to and manage aggressive behaviors. In addition, the incumbent needs to possess the following knowledge, skills and abilities.

Knowledge of: characteristics of intellectual disabilities, autism, epilepsy, cerebral palsy; first aid; CPR; medication management; emergency procedures; counseling techniques with verbal and non-verbal persons; job coaching and supported employment guidelines; teaching techniques - prompting, breaking down information, chaining steps, documentation of different skills; procedures for prevention, diffusing and managing aggression; services available in Charlottesville for resources and back up for emergencies, standard Day Support operating procedures, personal hygiene care, physical assistance support techniques; wheelchair transfers, lifting techniques..

Skills in: systematic implementation of a wide range of behavioral programs and instructional formats; counseling verbal and non-verbal, recognizing and responding to medical emergencies; written and oral communication of "PRN" information to other staff regarding client needs; accurately describe/record data and observations; use of non-aversive techniques to manage behavior problems, facilitating community integration; and accessing community resources, using universal precautions; physically assisting adults with personal care needs (toileting, mobility, feeding, menstrual care); provide group instruction and supervision in center-based and community settings; computer and keyboard usage. Must have strong communication skills (written and oral).

Abilities to: make sound and safe decisions as regards behavior management, health needs, emergencies; perform work assignments under little or no direct (i.e., present) supervision; analyze needs of non-verbal residents and respond appropriately; conduct personal care skills, community and recreational skills, training programs following systems of least prompts, chaining and a variety of reinforcement schedules; de-escalate and manage aggressive persons; drive defensively; be mobile in a two story building with stairs. Ability to meet the physical demands of the job including lifting a client who needs assistance and use of assistive devices. Staff should be able to support client as needed so that client may attain mobility goals. Incumbent must have the energy, stamina, and mobility to meet the community integration/domestic skills/personal care needs of client. Ability to work as a team player to deliver consistent client care

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION:

Meadowcreek Center
2000 Michie Dr.
Charlottesville, Virginia 22901

