

JOB DESCRIPTION

POSITION TITLE: Community Life Engagement DSP

DEPARTMENT: Day Habilitation

REPORTS TO: Director of Habilitation

Summary:

Responsible for coordinating, implementing, and encouraging participation in meaningful community activities for the individuals with intellectual and developmental disabilities served in The Arc Caddo-Bossier's Conly Day Program. The activities will consider the individual's need for independence, allow for choice and dignity, and enable them to lead as full and active a life as possible. The activities facilitated will be based on person-centered planning for each individual and create opportunities for work training and advancement into jobs whenever possible. The Community Life Engagement Coordinator will ensure that the activities and volunteer opportunities offered are delivered in accordance with established Center for Medicaid Services rulings.

Required Skills:

- Be able to read, write, and speak English.
- Be at least 19 years old.
- Be able to understand the client abuse and other training that is provided.
- Be able to lift or carry 25 pounds, twenty feet.
- Be able to calculate correctly basic arithmetic using decimals and fractions.
- Be able to perform any task/function normally assigned to participant workers.
- Must be able to drive vehicles that are leased by The Arc of Caddo-Bossier and transport individuals we serve.

Education and Experience:

- Have a High School Diploma or equivalent.

Agency Expectation of Employee:

- Adheres to The Arc Caddo-Bossier Policy and Procedures and Core Values
- Certified in CPR and First Aid (included in orientation and annually)
- Maintains valid driver's license and insurance and satisfactorily pass a driver's background check.
- Communicates regularly with Program Supervisor and Director of Habilitation about community activities and events.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Meets department productivity standards.

I acknowledge the above prerequisites, key functions, and additional responsibilities.

SIGNED: _____ DATE: _____
EMPLOYEE

SIGNED: _____ DATE: _____
DEPARTMENT MANAGER

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Essential Job Functions

- Supervise & instruct assigned participants as requested by the Program Supervisor, existing policy & licensing standards.
- Assist with the assessment of each participant’s physical, behavioral, social and vocational strengths and deficits.
- Assist QIDP’s with the development of individual program plans; implement program plans of assigned participants; ensure that strategies are utilized, and the results are documented.
- Prepare progress reports daily on each assigned participant & submit their progress reports beginning of each month.
- Assign participants to work tasks and conduct frequent quality checks on the work performed. Consider the participants ability.
- Maintain daily pay data on each participant for submission to the Program Supervisor.
- Ensure that each job/task is laid out in the most efficient manner to reduce worker fatigue and increase productivity.
- Be attuned to the total work environment to intervene and prevent quarreling or disruptive/dangerous behaviors from erupting
- Establish and maintain an adult-to-adult relationship with each assigned individual/employee; work with and share with individuals in a normalized, adult fashion. Encourage and promote each participant’s personal, social and vocational growth.
- Work with Instructor Supervisor to maintain Instructor’s notebook with task codes. Check task descriptions periodically to make sure methods have not changed.
- Assist participants as necessary with problems associated with eating, toileting, and similar personal needs.
- Maintain a safe, neat and clean work area.
- Perform monitoring duties outside and indoors as assigned by Program Supervisor.
- Responsible for creating and maintaining a harmonious, cooperative, and enthusiastic relationship among all staff and program participants.
- Research and initiate community activities and volunteer opportunities for the participants to engage in with consideration of the needs, abilities, and interests of the participants.
- Document on each individual daily who participated in the activity on the CLE Log
- Perform any other work-related duties assigned by Program Supervisor.

REPORT TO: Director of Habilitation

SALARY RANGE: \$12.00 - 15.00 Depending on Experience

SUPERVISORY RESPONSIBILITY: Program Participants

I acknowledge the above prerequisites, key functions, and additional responsibilities.

SIGNED: _____ DATE: _____
EMPLOYEE

SIGNED: _____ DATE: _____
DEPARTMENT MANAGER