



JOB DESCRIPTION

POSITION TITLE: Frost Direct Service Professional (Part-Time)

GENERAL DUTIES: To serve as role models for the individuals we serve with Intellectual and Developmental Disabilities

PREREQUISITES FOR THE POSITION:

- Have a High School Diploma or equivalent
- 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 certified or be able to correctly perform CPR and First Aid.
- 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 client workers.
- Must have and maintain a valid Louisiana Driver's License and satisfactorily pass a drivers background check.
- Must be able to drive vehicles that are leased by The Arc of Caddo-Bossier and transport clients.

KEY FUNCTIONS OF THE POSITION:

- Supervise & instruct assigned participants as requested by the Program Supervisor, existing policy & licensing standards.
- Assist with the assessment of each participants 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 at the 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 Instructor 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 participant/employee; work with and share with participant in a normalized, adult fashion. Encourage and promote each participants personal, social and vocational growth.
- Work with Program Supervisor to maintain Instructor's notebook. 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.
- Assist with Community Life Engagement activities driving small groups out in the community, engaging in fun activities throughout the community.
- Perform early and late gate operations on a rotating basis as assigned by duty roster.
- Maintain a safe, neat and clean work area.
- Perform monitoring duties outside and indoors as assigned by Program Supervisor.
- Perform any other work-related duties assigned by Program Supervisor
- Responsible for creating and maintaining a harmonious, cooperative and enthusiastic relationship among all staff and program participants.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



REPORT TO: Assigned Supervisor
SALARY RANGE: \$10.00
SUPERVISORY RESPONSIBILITY: None

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

SIGNED: _____ DATE: _____
EMPLOYEE

SIGNED: _____ DATE: _____
DEPARTMENT MANAGER

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