

**Arkansas Valley Community Center**  
**1500 San Juan Avenue**  
**La Junta, CO 81050**

Locator: D8  
Position Title: Community Support – SLS  
Department: Supported Living Services  
Reports To: SLS Coordinator  
FLSA Status: Non-exempt  
Prepared By: T Baird Revised: 07/24/00  
Approved By: Signature on file Date:

**SUMMARY:** The Community Support - SLS primary responsibility is to facilitate the consumer's connection with and inclusion into the community with the focus on building long range natural support networks. An Community Support - SLS is responsible for providing individual services and support to persons in the SLS program as outlined in the consumer's Individualized Plan (IP) and/or Schedule of Services (SOS). Each SLS participant selects the SLS provider(s) they want to work with through an interview process. The Community Support SLS is under the direct supervision of the SLS Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

1. Ensure consumers are living in a healthy and safe environment.
2. Provide personal care and assistance, mentoring, transportation, assist with household activities, money management, safety training, community access activities, and other activities as outlined in consumer's plan.
3. Review Individual Health and Safety Plan with each SLS consumer as per timeframes indicated in the IP.
4. Implement SLS services and supports as indicated in the IP and SOS.
5. Review and summarize progress for Individual Services and Support Plan (ISSP) and Behavior Development Program (BDP) tracking.
6. Complete documentation of weekly contacts and billing sheets.
7. Report all consumer health concerns, incident reports, health logs, medication errors, alleged abuse, mistreatment, neglect and exploitation to supervisor per reporting requirements.
8. Provide reasonable and appropriate supervision of consumer.
9. Ability to work with wide array of cultural environments and preferences in delivering services.
10. Due to the nature of this position, staff must be able to work irregular, extended, and/or be available for on-call work hours.
11. Develop and maintain consistent and reliable weekly schedule.
12. Work on behalf of consumers communicating and demonstrating a commitment to the principles and goals of the program and agency.
13. Must be able to perform Lifting and Transferring techniques as trained and pass written and performance testing.
14. Pass the Medication Administration test with no more than two attempts and follow the correct medication procedures when administering medications or supervising consumers who self-medicate.
15. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum.
16. Driving of agency vehicles as necessary for transportation of consumers as per plan requirements.
17. Follow AVCC polices and procedures in carrying out duties.
18. Communicate regularly with the SLS Coordinator regarding concerns or problems.
19. Good communication skill and ability to work with others as a team is a must.
20. Represent agency with professionalism while engaging in all duties as outlined above.
21. Perform other duties as assigned by SLS Coordinator.

**SUPERVISORY RESPONSIBILITIES:**

The SLS Coordinator provides the bulk of supervision required. In general, this position requires that the individual work independently approximately 90% of the time.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**MINIMUM/PREFERRED QUALIFICATIONS:**

***Minimum:*** This position requires a high school/GED diploma and at least 6 months experience working with individuals with developmental disabilities. Must be at least 18 years of age. Persons hired into this position must be licensed drivers and have reliable transportation. If current license is from out-of-state, a valid Colorado Driver's License is required within thirty days of hire. Background check, reference and motor vehicle checks must be passed. Current motor vehicle insurance is required. Driving is an essential job duty.

***Preferred:*** One year experience in the field of human services work with individuals with developmental disabilities is preferred.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee will regularly sit, walk, and stand. The employee is occasionally required to sprint and/or run. Occasionally (but absolutely essential to the job) movement that requires twisting at the neck and/or trunk more than the average person, squatting/stooping/kneeling, reaching above the head, and forward motion will be required. The employee will occasionally be required to repeat the same hand, arm, or finger motion many times. Specific vision abilities required by this job include close, distance, and depth perception. The employee must be able to communicate verbally with consumers and public. The employee will have the ability to tell difference among colors. Hearing requirements include conversation in both quiet and noisy environments, telling where sound is coming from, and difference among bells, buzzers, beeps, horns, etc. The employee will occasionally lift and/or push and pull up to 100 lbs. Lifting may require floor to waist, waist to shoulder, or shoulder to overhead movement. This position demands tolerance for various levels of stress.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. Working conditions include both inside and outside environments. The employee is directly responsible for the safety, well being of consumers.

***SKILL/ABILITY REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents such medical administration, incident documentation, seizure reports, and procedure manuals. Ability to write reports and correspondence. Ability to effectively present information in one-on-one and small group situations to consumers, consumer's parents, other employees and community members.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:**

Ability to work with others, with system issues, and a willingness and ability to work within designated time frames. Patience in dealing with consumers and parents. Ability to develop effective working relationships with a variety of people. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all organization requirements and agency policies.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**A specific listing of Physical Abilities/Working Conditions can be obtained from the Director of Human Resources.**

**THE ARKANSAS VALLEY COMMUNITY CENTER IS AN “AT WILL” EMPLOYER. EMPLOYMENT BETWEEN THE PARTIES IS INDEFINITE AND IS TERMINABLE AT THE WILL OF EITHER OF THE PARTIES AND MAY BE TERMINATED AT ANY TIME FOR ANY REASON.**

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**Employee**

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**Date**

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**Supervisor**

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**Date**