

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

Locator: D1
Position Title: On Call Community Support Professional
Department: Residential/ Day Program/ Supported Employment
Reports To: Adult Services Director or Community Supports Director
FLSA Status: Non-exempt
Prepared By: Lorie LaDue Revised: 01/30/2007
Approved By: Johnnie DeLeon Date: 01/30/2007

SUMMARY: The Community Support Professional is responsible for providing reasonable and appropriate supervision of residents at home and in the community. Provide training and teaching to residents in activities of daily living and in appropriate adult behaviors, which enhance the individual's independence. The Community Support Professional 1 will provide for the general welfare of residents. In addition, assisting with regulatory paperwork and programming for assigned residents.

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

1. Train and teach residents in accordance with the Individual Plan and the Individual Services and Support Plans, promoting behavior modification and social skills as individual consumers needs dictate.
2. Promote reasonable and appropriate supervision for residents.
3. Attend planning meetings for residents and provide skills assessments as needed.
4. Monitor resident's personal hygiene and provide training and support as needed.
5. Follow menus to ensure that well-balanced meals are prepared and served.
6. Supervise residents in self-administration of prescribed medications, using the appropriate administration techniques as outline in the Medication Administration course.
7. Communicate resident health concerns to the AVCC nurse or the resident's physician.
8. Provide documentation as required by the Program Standards, which includes, but is not limited to, progress/training notes, resident personal needs records, attendance forms, incident reports, counting and ordering medications, purchasing groceries and supplies staying within identified budget, filing data in each resident's personal file, write and implement menus, balancing resident's personal accounts, summarizing of training plans, re-ordering forms as needed, following procedures as required by licensing agencies, and other required documentation.
9. Maintain the physical facility both interior and exterior, in a clean, safe and orderly fashion.
10. Responsible for conducting, evaluating and documenting evacuation drills as per licensing requirements and or Individual Safety Plan.
11. Assist with overall, general organization and flow of activities in assigned programs.
12. Follow agency procedures when purchasing items on behalf of the agency.
13. Work multiple sites or work flexible schedules as agency and supervisor deem necessary.
14. Must be able to perform Lifting and Transferring techniques as trained and pass written and performance testing.
15. Pass the Medication Administration test with no more than two attempts.
16. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum.
17. Driving of agency vehicles as necessary for transportation and needs of consumers and to perform other agency business.
18. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential.
19. Follow AVCC policies and procedures in carrying out duties.
20. Perform other duties as assigned by supervisory staff.

SUPERVISORY RESPONSIBILITIES:

The Program Coordinator or Program Director provides supervision of this position. In general, this position requires that the individual work independently approximately 85% of the time.

QUALIFICATION REQUIREMENTS: *The requirements listed below are representative of the knowledge, skill, and/or ability necessary for success.*

An individual must be able to perform each essential duty satisfactorily.

Minimum/Preferred Qualifications:

Minimum: This position requires a High School/GED diploma. Must be at least 18 years of age. Persons hired into this position must be licensed drivers and have reliable transportation, a working phone number with an answering machine/service. 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: Six (6) months 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.*

This position allows for sleep time from the hours of 10 p.m. to 6 a.m. each day. While performing the duties of this job, the employee will regularly sit, walk, and stand. Occasionally 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 continuously be required to repeat the same hand, arm, or finger motion many times. Ability to operate a personal computer and related software. Specific vision abilities required by this job include close, distance, and depth perception. The employee must be able to communicate through speech with consumers and public. Hearing requirements include conversation in both quiet and noisy environments. 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. Occasionally this position requires working irregular or extended work hours. 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 scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, consumers, consumer's parents, and/or the general public is required.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 consumers, staff and the community. 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.

Employee

Date

Supervisor

Date