

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

Locator: D13
Position Title: On Call Day Program Professional
Department: Day Program/Supported Employment
Reports To: Day Program Coordinator/Supported Employment Coordinator
FLSA Status: Non-exempt, Part Time
Prepared By: L.LaDue Revised: 04/03/2007
Approved By: J. DeLeon Date: 04/03/2007

SUMMARY: The Program Professional is responsible for providing support and supervision of consumers in their activity/work settings. This includes training consumers in skill development within the community and within the employment program at AVCC. Responsibilities for this position include maintaining jobs, social skills training, transportation and coverage at day program/employment sites. This position is also responsible for maintaining program files and assisting in achieving program goals as needed to maintain program accreditation.

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

Consumer Support Duties

1. Train and teach consumers in accordance with the Individual Plan and the Individual Services and Support Plans, promoting behavior modification and social skills as individual consumer needs dictate.
2. Promote reasonable and appropriate supervision for consumers in accordance with the Individual's Plan (IP).
3. Monitor consumer's personal hygiene and provide training and support as needed.
4. Administer medication to consumers according to physician orders and using appropriate administration techniques as outlined in the Medication Administration course.
5. Respond to medical and other emergencies appropriately. Communicate consumer health concerns to the AVCC nurse or the consumer's physician.
6. Maintain safety practices and procedures, train consumers both in regular training sessions and informally.
7. Provide documentation as required by the Program Standards, which includes, but is not limited to: plan tracking documentation, attendance forms, time sheets, incident reports, counting and ordering medications, supply ordering within identified budget, filing data in each consumer's personal file, summarizing of training plans, re-ordering forms as needed, following procedures as required by state licensing agencies, and other required documentation.
8. Assess consumer progress regularly and participate in all assigned consumer meetings, provide skills assessments and required written and verbal reports.
9. Assist with the development of the ISSP and monitor and track the programs as indicated.
10. Maintain accurate and organized bookkeeping and tracking records for each assigned consumer in accordance with Colorado Division of Developmental Disabilities Rules and Regulations.
11. Establish a good line of communication with all individuals involved with the consumer, including, but not limited to: employers, residential personnel, parents/guardians/providers, case managers, health services, etc.
12. Must be able to perform Lifting and Transferring techniques as trained and pass written and performance testing.

Skill Development Duties

13. Responsible for conducting, evaluating and documenting evacuation drills as per state licensing requirements and/or Individual Safety Plan.
14. Assist with overall, general organization and flow of activities in assigned programs.
15. Provide interactive work/activities for consumers. Work with individual consumers to improve participation in activities.
16. Assess, train / teach and assist consumers with skills development, individually or in a small group setting by direct modeling of work skills and verbal or other demonstrated methods of training.
17. Supervise and monitor consumers within the assigned program area of AVCC.
18. Transport consumers to and from worksites and AVCC sites as assigned.

19. Responsible for the overall appearance of the assigned area to include displays, storage, and general housekeeping duties.
20. Assist in developing and maintaining the availability of work/ activities for individuals. Keep daily records of work/activities completed and associated billing documents.
21. Work with businesses in the community to develop job placements and to maintain jobs.
22. Work with joint supported employment programs to assess, train, and place consumers. (Vocational Rehabilitation, Rocky Mountain SER, etc.)
23. Monitor inventory and usage of equipment and work-related supplies. Order and/or construct necessary supplies, material, and equipment. Ensure that all equipment is properly used and maintained. Provide inventory of supplies, merchandise, and pricing of merchandise as assigned.
24. Responsible for handling all money transactions appropriately and per agency policy and procedure.
25. Maintain accurate and organized bookkeeping and tracking records. Work with Finance Department so that bills can be generated for work that has been completed.

General duties:

26. Maintain strict confidentiality of information learned regarding consumers, program issues and staff information.
27. Maintain the physical facility both interior and exterior, in a clean, safe and orderly fashion.
28. Participate in staff training activities and staff meetings, as outlined in the agency's staff development curriculum and as required.
29. Work multiple sites or work flexible schedules as agency and supervisor deems necessary. Staff attendance and promptness to assigned shifts is essential. The responsibilities of this position may require staff to be able to work irregular, extended, and/or be available for on-call work hours.
30. Driving of agency vehicles as necessary for transportation of consumers and agency businesses as assigned.
31. Follow agency procedures when purchasing items on behalf of the agency.
32. Follow AVCC policies and procedures in carrying out duties.
33. Provide direct care services in a residential setting, when appropriate and deemed necessary.
34. Provide regular or on-call medical transportation services as deemed necessary, which may include evening, weekends and holidays.
35. Perform other duties as assigned by supervisory staff.

SUPERVISORY RESPONSIBILITIES:

The Day Program/Supported Employment Coordinator provides the bulk of supervision required. In general, this position requires that the individual work independently approximately 95% 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. 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: 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.*

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. Manual and Finger

dexterity are essential to this position. Specific vision abilities required by this job include close, distance, depth perception and telling differences among colors. 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 meeting deadlines with severe time constraints and working irregular or extended work hours. This position may require the operation of machinery, exposure to allergens, petroleum products, pesticides, and/or herbicides. The employee is directly responsible for the safety and 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 as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. 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 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. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

Employee

Date

Supervisor

Date