

COMMUNITY LIVING CONNECTIONS, INC.

Supported Living Staff

Under the supervision of Senior Community Support Managers, Community Support Managers and Supported Living Coordinator(s) of a specific program site, Supported Living Staff provide necessary supports in daily living to people who have developmental disabilities. These supports are person centered and may include assistance with household upkeep, personal cares and wellness, finances and community integration. Major responsibilities include, but are not limited to, the implementation and monitoring of specific goals as reflected in each consumer's support plan. Supported Living Staff may be reassigned on an as needed basis to a different site should program needs require it.

Job Responsibilities and Requirements

- Implement person centered prescribed plans of care, including goals and objectives reflected in the individualized case plan and as assigned by supervisors.
- Foster the individual growth and development of each consumer, including fostering the greatest possible community integration and the ability to independently perform activities of daily living.
- Follow consumer and program daily and weekly routines and schedules.
- Provide, as needed, verbal or physical guidance in and monitor consumers' personal appearance and hygiene.
- Monitor and assist in maintaining a clean and safe home environment. This includes but is not limited to complying with Infection Control/Universal Precautions guidelines, maintaining sanitation standards, responding to health and safety crises.
- Responsible for assisting the consumer in the up-keep of their apartment/house as needed. Supported Living Staff will also adhere to all stipulations included in the consumer's lease.
- Promote and assist consumers in utilizing community resources.
- Provide and arrange transportation as required by consumers' schedules and needs.
- Teach consumers about and monitor menu planning, grocery shopping, food storage and food preparation so as to ensure a healthy and appropriate diet.
- Assist consumers in maintaining budgetary guidelines as assigned by supervisory staff.
- Attend consumer appointments, if needed, as assigned by supervisory staff.
- Consult with Supported Living Coordinator and Community Support Manager(s) on areas outside of authority and/or competence.

- Report information and document as required, both verbally and in writing. Inform Supported Living Coordinator and Community Support Manager(s) on issues pertaining to consumers, including but not limited to any change in health or behavioral status.
- Effectively and appropriately communicate with families and consumers and all significant others as needed.
- Attend staff and team meetings and trainings as scheduled or recommended by supervisory staff.
- Attend and complete all required initial in program, classroom and online trainings within the first 90 days of employment.
- Report for work on time and adhere to base work schedule. Follow Community Living Connections' procedure for requesting time off and/or informing supervisors about all scheduled and emergency deviations from assigned work schedule.
- Work hours are expected to be flexible as determined by program needs and emergency situations. These work hours may include overnight shifts as necessary.
- Comply with all policies and procedures of Community Living Connections and Community Living Connections Programs.
- Maintain adequate driving record per Community Living Connections' standards.

Skills, Knowledge, and Abilities

- Knowledge and understanding of developmental disabilities.
- Ability to perform required duties of education, guidance, supervision, and care of consumers.
- Ability to routinely and effectively communicate with and comprehend consumers, staff, and others.
- Ability to routinely and effectively communicate in writing in order to fulfill documentation requirements.
- Ability to exercise patience with consumers.
- Knowledge of interpersonal relations.
- Ability to respond appropriately and effectively to crises and emergencies.
- Ability to display initiative and work independently.
- Ability to follow direction of supervisory staff.
- Ability to work cooperatively with staff and others concerned with the care and treatment of consumers.
- Ability to establish and maintain effective working relationships with staff, consumers, families, general public and external agencies.
- Ability to be flexible when given short notice for program scheduling changes based on consumer or program need by a supervisor.

Physical Abilities

The following physical abilities have been deemed necessary in the provision of direct services to consumers. As with all required abilities, any possible reasonable accommodation will be made should an employee be unable to perform a required duty based on a disability as defined in the Americans with Disabilities Act (ADA).

- Ability to routinely lift 15 lbs. and on occasion up to 40 lbs.
- Ability to stand and walk for extended periods of time.
- Ability to bend, squat, and stoop.
- Ability to physically perform all duties related to providing consumers assistance with activities of daily living.

Training and Experience

- High School graduate or equivalent.
- Previous experience working with individuals who have developmental disabilities or advanced course work in this field is preferred but not required.

If you are unable to perform any of the job tasks (general or specific), Community Living Connections will attempt to make reasonable accommodations to enable you to perform the tasks.

Applicant's Signature: _____ Date: _____

Update: 5/31/11