

## **JOB DESCRIPTION**

**JOB TITLE:** Individual/Community Based Support Providers

**CATEGORY OF EMPLOYMENT/STATUS:** Support Staff

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**DEPARTMENT:** Adult Services

**JOB SUMMARY:** Responsible to provide support and assistance for participants, with or without primary caregiver present, in or out of the participant's residence, to achieve and / or maintain the outcomes of increased independence, productivity, enhanced family functioning and inclusion in the community, as outlined in his/her Service Plan. Individual/ Community based supports are delivered one –on –one with a participant and may include but not limited to recreation, activities of daily living, social skills and access to desired location / activities.

**LOCATION:** As per the need of the service, generally work is performed in the community as indicated by consumer preference and service plan.

### **DUTIES:**

- Complete consumer assessments and evaluations to determine the interests, strengths and needs of the consumers if applicable.
- Plan and coordinate and /or provide travel training and /or transportation for consumers (including the use of personal car) as necessary.
- Complete consumer based assessments and evaluations to determine the interests, strengths and needs of the consumers if applicable.
- Enable an individual to attend community events.
- Assist an individual participating in activities such as: assistance in completing activities of daily living, ordering off a menu, purchasing items, learning basic cooking, laundry skills, etiquette, travel training, accessing activities in the community and /or others as per service plan.  
Provide regular feedback to family/ guardian in regard to consumer's progress according to their needs and concerns. Request feedback from families/ guardians and act on these concerns.
- Record and report all billable hours for Medicaid and any other funding source.
- Ability to work flexible schedule based on consumer need/ preference including potential nights/ weekends.
- Complete all necessary Placement logs, Activity reports, Intervention Plans
- Act as an ambassador for The Arc of Somerset County in all community settings.
- Perform additional duties as required by the nature of the position or as requested by Supervisor.
- Adhere to Medicaid and support program rules.
- Must be able to perform duties in accordance with person centered principles
- Cooperate with the agency, Department of Developmental Disability and Medicaid staff during any inspection and investigation.

**IMMEDIATE SUPERVISOR:** Director of Adult Services and Associate Executive Director

**DIRECTION OF OTHERS:** None

**POSITION WITHIN THE TABLE OF ORGANIZATION:** See "Table of Organization"

**EDUCATION:** Associate's degree in a related field or High school diploma with five years of related experience.

**EXPERIENCE / TRAINING:** A minimum of five years experience with developmental disabilities or related field required. Valid NJ driver's license and acceptance by Agency's auto insurance carrier required. Must be capable of driving a van. May be required to drive consumers in personal cars. Successful completion of trainings with the Elizabeth M Boggs center will be required upon hire.

**MACHINES, TOOLS, EQUIPMENT UTILIZED:** Power tools, cleaning materials, fork-lifts, hand tools, lawn mower and major and minor appliances (This list is inclusive). Employee is expected to be able to use any equipment that consumer may be required to use. Additionally, employee must be able to model any job duty or a daily living skill a consumer may need to learn.

**JUDGEMENT/INITIATIVE:** Must work well with a minimum level of supervision

**COMMUNICATION SKILLS:** Must have the ability to communicate with the consumers in a respectful and dignified manner. Strong written and oral communication skills are required with consumers, guardians, employers and others as required.

**WORKING CONDITIONS/HAZARDS:** Supporting individual with community based activities will require the employee to work outside of normal business hours (M-F, 8A – 5P) and/ or on weekends. The behavior of consumers may change dramatically without obvious cause, creating at times, and dangerous situations. May be required to stand up to 80% of work time. Lifting of heavy objects may be necessary.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, or hear. The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**SALARY RANGE:** As per Agency salary guide

**DATE EFFECTIVE:** May 1, 2019

**DISCLAIMER CLAUSE:** This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position Community based support provider in this Agency's operation.

Revised: 4/19