

CLAUSEN HOUSE JOB DESCRIPTION

Position Title: Lead Community Support Facilitator

Department: ILS/SLS

Supervisor: Independent and Supported Living Program Director

Job Status: Full Time (NON-EXEMPT)

REQUIREMENTS:

A.A in education, psychology, sociology, or related field, and a minimum of two year experience in a human services related field, preferably working with people with developmental disabilities and/or special needs; or high school diploma plus three years' experience in a human services – related field, preferably working with people with developmental disabilities and/or special needs.

JOB REQUISITES:

1. Skill in working with and providing training and support to developmentally disabled adults.
2. Ability to perform the functions described in the Independent & Supported Living Services Design.
3. A willingness to pursue training and certification deemed necessary based on the needs of supported living consumers and the philosophy and values of supported living.
4. The ability to demonstrate effective written and oral communication skills in order to perform the tasks outlined in the Clausen House SLS service design.
5. A willingness to undergo a criminal records clearance process that involves fingerprinting a filing of fingerprints with local enforcement agencies and the FBI.
6. Possession of a working automobile, a valid California driver's license, liability insurance, a clean driving record, and a willingness to drive own car for work-related purposes.
7. An ability to work harmoniously with other staff members.
8. Skill in writing objectives, making assessments and collecting data.
9. An ability to act as a role model for Independent and Supported Living consumers.
10. Willingness to work a flexible schedule
11. Critical Thinker with good problem solving skills
12. Ability to utilize windows-based software applications

ESSENTIAL FUNCTIONS: Provide training, support, and assistance in the following independent & supported living services categories:

SLS:

- Training & Habilitation
- 24 Hour Emergency Assistance
- Assistive Technology and Adaptive Equipment
- Support Services to Aid in Participation in Community Activities

CLAUSEN HOUSE JOB DESCRIPTION –CSF

Essential Job Functions - (Continued)

1. Assist consumers with managing their finances (bills, banking, budgeting, account reconciliation) with high accountability and handling all business affairs in a timely manner.
2. Ensure consumers medical needs are met by assisting with scheduling, transporting and serving as a liaison between consumer and outside health care professionals (doctors, therapists, etc.) through follow-up and advocacy.
3. Assist consumers in obtaining access to community resources, public agencies, and other generic services in order to achieve objectives detailed on the Individual Service Plan (ISP).
4. Provide assistance and support to consumers with obtaining housing and roommate needs, and assist in the maintenance of housing and living arrangements that reflect consumers' choices and preferences.
5. Provide assistance to consumers in the selection and supervision of In-Home Support Services (IHSS) workers, and relief workers.
6. Provide training and support to consumers in natural environments to make progress toward and/or achieve objectives detailed in the ISP.
7. Implement behavioral approaches developed by the Director and/or staff.
8. Keep records of training and support provided to consumers, using techniques and materials approved by CHSL. Assist with maintaining all such records, organized, in consumer's files.
9. Assist with the maintenance and upkeep of client records and other clinical notes and correspondence by ensuring that the consumers' financial, medical, service records and other information are complete, updated/ current and in compliance as required by the agency, Title 17 and RCEB.
10. Handle confidential information with accountability.

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11. Keep the Program Coordinator/Director apprised of all situations both beneficial and detrimental to the staff, agency and consumers health/safety. Communicate with the Program Coordinator and give suggestions for overall improvement as needed.
12. Help identify and locate community and generic resources such as doctors, therapists, social service agencies, etc.; make referrals/recommendations as appropriate.
13. Assist in the development of Individual Service Plans in facilitation of Person Centered Planning meetings. Attend annual IPP/ISP reviews, quarterlies and other IDT meetings as required/requested. Submit required documentation (ISP's) Case Managers/RCEB for the authorization/re-authorization of services within established timeframes, in order to maintain Purchase of Service (P.O.S.) standards. Ensure quarterly reports are completed and clearly identifies consumers service needs, progress and/or regression.
14. Provide assistance necessary to facilitate consumers' full participation in the life of their community. Encourage the development and foster the growth of circles of support.
15. In conjunction with the Director and Service Coordinator, participate in the training, support and monitoring/supervision of other direct support team members as requested.
16. Write Quarterly/Semi Annual and Annual Reports based on consumers' ISP's as required. Attend meetings with the consumer, Client Program Coordinator (CPC, aka; Case Manager), supervisor, CMT members, and other interested parties, as requested. Demonstrate competency in writing clear/concise progress reports and in assessing consumer needs.
17. Act as a liaison between consumers and the individuals and organizations with which they deal, when requested and if appropriate.
18. Participate in ongoing staff training, as requested by Director and/or Service Coordinator.
19. Serve as a liaison with Case Managers, medical professionals, family members and outside agencies as needed/requested. Collaborate/Facilitate with Program Coordinator in meetings and gatherings for the purpose of problem solving with and or for the consumer.
20. Demonstrate the ability to problem solve, address consumer/staff issues and concerns as needed. Adhere to agency's personnel policies and interdepartmental procedures.

ESSENTIAL JOB FUNCTIONS (Continued):

CLAUSEN HOUSE JOB DESCRIPTION – (CSF/ILS Instructor)

21. Carry a 24 hour Emergency Response Pager and serve as an on-call person periodically, according to a schedule agreed upon with the Director and/or Service Coordinator. Provide staff coverage when necessary and/or staff coverage when necessary due to illness, vacation, emergency, etc. by acting as a substitute in the absence of other direct/personal care support.

22. Complete and submit to the Coordinator monthly service records, documenting hours directly spend with consumers (indicating the service category to which said time should be billed) as well as other direct and indirect services rendered on a consumer's behalf.
23. Report:
 - Workplace Safety Problems
 - Consumer/Staff Injuries
 - Threats to Consumers or Staff
 - Potential Liabilities: observed to your supervisor immediately, and no later than twenty-four hours after they occur or are reported.
24. Communicate to the Program Coordinator/Director concerns about the program, client's progress and needs.
25. Perform other duties as requested by the Director and/or Service Coordinator.

PHYSICAL DEMANDS:

Ability to fulfill all physical requirements related to providing direct support service and facilitation .

Specific Examples Include, but are not limited to:

- **Endurance/Overall Strength** – Move about frequently; sit/stand/walk/drive for a minimum of 7 hours per day. Some sedentary work. Bending, lifting and squatting, with objects weighing up to 30-50 lbs. Must be able to handle lifting/transferring consumers with physical impairment problems. Exerts force and/or lifts or carries objects weighing up to 50-100 pounds frequently and/or occasionally.
- **Climbing:** Frequently ascend and descend stairs to make rounds of building and consumer home visits.

ENVIRONMENT CONDITIONS:

- **Location:** Inside/Outside – Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors accompanying consumers to assist with daily chores/activities in the community.
- **Stairs/Steps:** Frequently – occurs on every shift. Ascend and descend stairs to access any required work area or other areas related to functioning in the workplace.

I have read and understand the contents of this job description and meet the positions qualifications and can perform the duties listed. I understand that my job description may change to include other duties assigned by my supervisor that may not be listed.

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Signed: _____ **Date:** _____
(Name/Title)

Supervisor: _____ **Date:** _____
(Name/Title)

C: Personnel File