

Clausen House Adult Education Program

Job Description

Position Title: Facilitator of ILS/SLS

Department: Supported Living Services

Incumbent: _____

Supervisor: Program Director

Status: Full Time/Exempt

PURPOSE: Provide assistance to the Director in ensuring delivery of high quality service to consumers, monitoring program budget and strong commitment to the agency's risk management. Primary functions will be quality assurance, program stability and progressive program growth in addition to implementation of service systems/methods that incorporate consumer's right to choice, dignity, respect, full inclusion and autonomy.

ESSENTIAL FUNCTIONS:

- Assist with the recruiting, hiring, supervision, scheduling, orientation, training, evaluation and discipline of Community Support Facilitators, Personal Attendants, In-Home Support (IHSS), Chore Providers and other direct care staff as needed and/or requested by the Director.
- Orient, assist and supervise Community Support Facilitators, Personal Care Attendants and oversight of IHSS workers and other direct support staff in the development and implementation of consumer service plans, goals, objectives and support techniques to ensure Active Habilitation.
- Supervise staff compliance with schedules, paperwork, documentation, (time keeping records, IDN's, mileage, incident/program notes, service hours, etc.) and other data collections as needed/required as part of quality assurance, assessment and control.
- Help identify, locate and monitor the development of program, community and generic resources such as doctors, therapists, social service agencies, etc.; make referrals/recommendations as appropriate.
- Endure that the maintenance of consumers' financial, medical, service records and other information are completed, updated/current and in compliance as required by the agency, Title 17 and RCEB.
- Provide quality assurance and assessment of consumer living conditions and on-going needs through unannounced home visits, tracking and measuring reports and quality assurance checks to ensure employees are delivering quality service/support.
- Assist with the identifying training needs of both consumer and staff. Participate in required/mandatory in-service trainings, workshops, seminars and conferences.
- Demonstrate competency in documenting and reporting consumer, program and staff related issues to the Program Director. Complete all paperwork in a timely/professional manner such as

performance evaluations/disciplinary action, weekly staff schedules, timesheets, incident/progress reports, quality assurance reports, etc.

- Handle confidential with accountability.
- Keep the Director apprised of all situations both beneficial and detrimental to the staff, agency and consumers health/safety. Communicate with the Program Director and give suggestions for overall improvement as needed.
- Write and assist in the development of Individual Service Plans in coordination 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 Services (P.O.S.) standards. Ensure quarterly reports are completed and clearly identifies consumers service needs, progress and/or regression.
- Assist with consumer intake and assessment, including maintaining/increasing consumer census as needed and/or requested by the Director.
- Carry 24-hour emergency pager and respond to calls as required. Provide staff coverage when necessary due to illness, vacation, emergency, etc. by acting as a substitute in the absence of direct care support.
- Act as a liaison and collaborate with Case Managers, medical professional, family members and outside agencies as needed/requested. Collaborate/facilitate with the Program Director in meeting and gathers for the purpose of problem solving with and/or for the consumer.
- Demonstrate the ability to problem solve, address consumer/staff issues and concerns as needed. Adhere to agency's personal policies and interdepartmental procedures.
- Assume responsibility for Supported Living Services in the absence of the Program Director when requested and seek the support of the Executive Director in this case as needed and/or available.
- Perform other duties and responsibilities as requested by the Program Director.

Position Requisites

- Bachelors Degree (B.A.) in psychology, special education, counseling, sociology or related field. Minimum two years of relevant experience providing direct services to adults with developmental disabilities, in a supervisory capacity.
- Possession of a valid California Drivers License, car insurance and vehicle in operating condition and willingness to transport people we serve. Ability to drive walk for at least one hour; to lift at least ten pounds; to assist adults in activities of daily living who are non ambulatory
- Willingness to work a flexible schedule.
- Critical Thinker with good problem solving skills.
- Ability to utilize windows-based software applications.

- Effectively coordinate services for adults with developmental disabilities to ensure a high quality of care and support in order for them to successfully maintain their independent living.

PHYSICAL DEMANDS

- **Endurance – Moving About: Frequently** (1/3 to 2/3 of the time) Move from location to location, up to .5 miles or more at a time. Ability to drive walk for at least one hour; to lift at least ten pounds; to assist adults in activities of daily living who are non ambulatory
- **Specific Examples Include, but are not limited to:** Moves about the facility site to monitor the consumers and inspect the facility/ Moves between residential facility and other locations where applicable to accompany consumers with their daily chores/activities.
- **Endurance-Overall Strength:** Some sedentary work. Bending, lifting and squatting, with objects weighing up to 40 lbs. Must be able to handle consumers with physical impairment problems. Exerts force and or lifts or carries objects weighing up to 40 pounds occasionally.
- **Climbing:** Periodic – Does not occur every shift, ascend and descend stairs to make rounds of building. Driveway incline is uneven surface frequently used to access required work areas.

ENVIRONMENTAL 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.
- **Stairs/Steps:** Periodic – Does not occur on every shift. Ascend and descend stairs, steps or similar uneven surfaces 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 position 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.

Signed: _____
Incumbent

Date: _____

Supervisor: _____
Program Director

Date: _____