

CLAUSEN HOUSE JOB DESCRIPTION

Position Title: Supported Living/ Independent Living Attendant **Department:**
Incumbent: _____ **Supervisor:** Juanita Hightower

Job Status: Full time/Part-time or On Call **Title:** _____

DUTIES AND RESPONSIBILITIES:

- Responsible for offering instruction in independent living skills to developmentally disabled adults in natural settings.
- Develop educational materials for assigned clients, maintain records of individual progress, and write quarterly reports.
- Plan course content and gather educational materials effectively.
- Attend as required and prepare for weekly staff meetings, IPP's and other tenant meetings.
- Communicate to the Director and/or Program Coordinator concerning the program, client's progress and needs.
- Implement behavioral approaches developed by the Director and/or staff.
- Assist with any medical/dental appointments, banking needs or Social Security appointments, as needed.
- Assist Vocational Dept. (when possible) in related activities.
- Monitor maintenance of apartments (oven cleaning, fuse changing, light bulb needs, etc.).
- Attend in-service training provided by agency.
- Create the most independent living situation possible.
- Perform other tasks requested by the Program Director of Independent Living Program and Program Coordinator.

JOB REQUISITES:

- Skill in working with and teaching developmentally disabled adults.
- Ability to separate curriculum into small steps (task analysis) and teach individuals of different functioning levels (individualized instruction).
- Ability to conduct classes independently and structure preparation time efficiently.

- I am skilled in writing objectives, making assessments and collecting data.
- Ability to work harmoniously with other staff members.
- Ability to act as role models for clients.
- Possession of a working automobile, a valid California Drivers License, liability insurance, a clean driving record, and a willingness to drive your own car for work-related purposes.
- Willingness to be flexible in shift assignments.

EDUCATION:

B.A. in education, psychology, sociology, or related field, and (preferably) one year experience in training developmentally disabled and/or special needs population; or High School diploma plus three years' experience in teaching/working with developmentally disabled and/or special needs population.

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 for 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 carry 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: _____ Date: _____

Supervisor: _____ Date: _____

Approved: _____ Date: _____