

**Job Summary:** This position is responsible for providing direct support, positive direction, and assistance to individuals with developmental disabilities in accordance with program policies and procedures and the individual's Individualized Plan. Responsible for providing support services according to licensing and/or contract requirements.

**Environment/Working Conditions:** Most times, the support/service is provided in the individual's home. Conditions vary by home and the individual being supported. Flexible work schedules to meet the individual's needs. Exposure to body fluids and blood-borne pathogens is possible due to assistance with toileting, menses, first aid, and/or physical aggression. The employee will frequently be exposed to outside weather conditions and is frequently exposed to (but not limited to) fumes or airborne particles and toxic or caustic chemicals normally occurring in household cleaners. The employee may be occasionally exposed to wet and/or humid conditions at bath time. The noise level is usually moderate due to talk and movement of individuals and staff in the home and the use of normal household appliances. The noise level can increase due to yelling or screaming by individuals.

**Minimum Requirements:** H.S. Diploma or General Education Degree (GED) or enrolled in GED classes with GED completed within one year. Must be at least 18 years old, have a valid driver's license, proof of insurance, social security card, pass a background check and have reliable transportation at work. Must be able to obtain and maintain CPR/First Aid Certification, Medication Aide Certification and any other certifications or trainings required or requested.

**Language/Math/Reasoning Ability:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondences. Ability to effectively present information in one-on-one and small group situations to the individuals, families and other employees of Side By Side. Ability to add and subtract 3 digit numbers and multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables and standardized situations.

**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 this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach, pull and keep balance. The employee is occasionally required to stoop, kneel, crouch, climb or crawl.

Some individuals can become physically aggressive toward self or others and this may require the employee to shuffle, walk quickly, run or escape injury. Some individuals who have restraint in their plan, may require staff who are physically able to intervene according to Professional Crisis Management techniques and to adhere to policy and procedure. This requires physical flexibility and endurance, emotional calmness and the ability to follow through with the techniques outlined in the individual's plan.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

## Essential Job Duties and Responsibilities

1. Develop individual's basic living skills (e.g., social, domestic, and hygiene) through guidance and encouragement.
2. Assist and document the development and implementation of long and short-term goals for the individual as stated in their Individual Service Plan (ISP) or Person Centered Support Plan (PCSP)
3. Develop and maintain a positive and effective relationship with the individual's being supported, families, staff administration, case management, and other service providers and assist in coordinating with any and all their needs concerning service recipients.
4. Perform or assist individuals with personal hygiene as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing, bodily functions, and appearance).
5. Observe and document changes in health and behavior.
6. Reading and recording vitals (Blood Pressure, Pulse, Respirations and Weight)
7. Perform or assist individual with basic domestic duties as needed (e.g., cooking, cleaning, laundry, shopping)
8. Coordinate and maintain individual's schedule (e.g., doctor appointments, professional appointments, employment, etc.)
9. Coordinate individual's participation in leisure and recreational activities.
10. Maintain records and complete paperwork as required by Side By Side, Department of Mental Health and Missouri Medicaid (e.g., time sheets, mileage, personal spending, daily documentation, event reports, etc.)
11. Adhere to individual's ISP/PCSP.
12. Adhere to individual's Positive Behavior Support Plan (if applicable).
13. Maintain a safe environment for the individual; prevent harm to individual, self, and others.
14. Report any safety concerns to management in a timely manner.
15. Transport individual to appointments, work, activities, etc. in a safe and timely manner.
16. Adhere to company policies and procedures.
17. Serve as a good role model to the individual and co-workers.
18. Maintain required certification and training as required by the Missouri Department of Mental Health/MRDD.
19. Assist people with maintaining a clean, safe, and orderly home by following safety and infection control procedures; educates people about maintaining homes.
20. Maintains and expands skills and knowledge relevant to providing high quality supports and services. Obtains and maintains all required certifications and trainings and applies the information to support individuals receiving services.
21. Maintains open communication and cooperative work effort with Team Leader and other staff to assure quality and continuity of support to individuals served.
22. Supports Side By Side's Mission, Philosophy and Core Values while empowering each person to direct their own life choices.
23. Reports and/or documents routine and unusual events including completing daily documentation, event reports, med error reports, etc. in a concise, understandable, and legible manner.
24. Assist individuals with budget management while safeguarding their funds. This may include completing ledgers, maintaining receipts, counting money, and assisting people with making informed spending choices.
25. Ensures that people exercise their rights and that rights are not restricted without due process, ensures people are treated with dignity and respect.
26. Performs other duties as assigned.