

Job Title:

Community Living Supports Provider

Primary Function:

The Community Living Supports Assistant (CLSA) is either a full-time or a part-time position as a supported living specialist. The CLSA is an active member of a team providing supported living services to individuals with developmental disabilities who reside in the community. The Community Living Assistant works under the direction of the Community Living Coordinator.

Supervision:

Immediate supervisor is the Program Director. Employee will work under the direct supervision of the caregiver, when services are provided in the home

Experience:

Current work experience with individuals who have disabilities preferred

Requirements:

- Must be 18 years of age
- Have valid driver's license
- Pass annual criminal background check
- Must have high school diploma or GED
- Must pass drug screening upon being hired and be willing to submit to future drug screenings

Skills:

- Effective written and oral communication skills
- Ability to maintain a confidential working relationship
- Good personal skills
- Ability to consistently be at work on time
- Ability to follow oral and written instructions

Knowledge:

Working knowledge of signs and symptoms of common illnesses and conditions Working knowledge of how to apply first aid, safety and emergency procedures

Terms of Employment:

- Hours vary on caseload. There is no guarantee of a certain amount of time per week.
- Pay is based on experience and education
- Employee is not eligible for health benefits

Performance Evaluation:

Performance will be evaluated by the ED or PD and the primary caregiver using the job duties below.

Rate the following using this scale:

1. - Superior Performance
2. - Meeting Responsibility
3. - Improvement Needed
4. - Not Meeting Responsibility

Job Duties:

- ___ 1. Provide the consumer skill training, as identified in the consumer's Plan of Care(POC).
Areas may include, but are not limited to: Personal Hygiene, Clothing Care, Transportation, Medication Administration, Money Management, Recreation, Meal Planning and Preparation, Social Skills, Communication, Personal Safety
- ___ 2. Assist the Community Living Coordinator in meeting supported living regulations.
- ___ 3. Assist consumers with meal planning and preparation.
- ___ 4. Assist the consumer with housekeeping and maintenance issues.
- ___ 5. Assist consumers who wish to participate in community activities.
- ___ 6. Communicate effectively with the consumer's family members.
- ___ 7. Provide informal counseling and promote self-advocacy.
- ___ 8. Assist with medical appointments.
- ___ 9. Administer prescribed medications and/or first aid.
- ___ 10. Participate in scheduled support team meetings.
- ___ 11. Complete daily progress notes.
- ___ 12. Attend agency in-service training.
- ___ 13. Participate in the consumer's interdisciplinary team meeting.
- ___ 14. Perform skill assessments and assist in the preparation of training programs and materials.
- ___ 15. Provide transportation in agency vehicles.

Staff Comments: _____

Staff Signature _____ Date _____

Evaluator Comments: _____

Staff Evaluator(s) Signature _____ Date _____