

**Job Title:**

Day Program Staff

**Primary Function:**

To possess and practice a commitment to normalization ideology and provide a community, environment to the individuals attending the day program. The Day Program Personnel will work directly with the participant both individually and in groups to help nurture his/her various mental, physical, emotional and social development through new life skills.

**Supervision:**

Immediate supervisor is the Program Director.

**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.

Rate the following using this scale:

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

**Job Duties:**

- \_\_\_ 1. Provides direct care and habilitation programming to individuals.
- \_\_\_ 2. Maintains adequate personal hygiene of individuals by assisting in hygiene, grooming, dressing and undressing, feeding, toileting and positioning.
- \_\_\_ 3. Serves as chief resource person for day-to-day status and needs of the individuals.
- \_\_\_ 4. Works with professional staff to evaluate assigned individuals' present abilities, progress and potential.
- \_\_\_ 5. Participates in the development and follow through of assigned individuals' Plans of Care
- \_\_\_ 6. Follows and documents the program and activities' schedules on each individual.
- \_\_\_ 7. Properly uses and cares for each individual's personal, and CCAHC's, equipment.
- \_\_\_ 8. Interacts with each individual and co-worker in a manner which is consistent with respect for the individual and his/her value as a human being.
- \_\_\_ 9. Serves as a member of the Interdisciplinary Team for the individuals.
- \_\_\_ 10. Records behavior, major and unusual incidents and accident reports, relates potential medical or behavioral problems to Program Administrator.
- \_\_\_ 11. Interacts physically with each individual and co-worker in a socially and professionally acceptable manner.
- \_\_\_ 12. Maintains a safe, clean, healthful environment for the individuals and co-workers.
- \_\_\_ 13. Participates in on-going staff development and training.
- \_\_\_ 14. Assures Health and Safety of individuals attending day program.

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Comments: \_\_\_\_\_  
\_\_\_\_\_

Staff Evaluator(s) Signature \_\_\_\_\_ Date \_\_\_\_\_