



PO Box 810 • 301 Division Ave. • Brookings, SD 57006-0810 • (605)692-7852 • www.advancebkg.info

Support Professional

Job Description

DEPARTMENT: Residential Services

REPORTS TO: Residential Supervisor

WORKS IN CLOSE COORDINATION WITH: Residential Supervisor, Director of Residential Services, Support Professionals, Support Coordinators, Medical Services Staff, Speech Clinician, and Dietician.

REGULAR SCHEDULE OF HOURS: Varies: Evenings, Weekends, Holidays, Awake/Overnights and Shift Coverage

NUMBER OF HOURS PER WEEK: Varies: (Full-Time/Part-Time)

A. POSITION OBJECTIVE

1. Our Mission

We offer opportunities for people to live their lives to the fullest.

2. Our Values

People and Diversity

Health, Safety and Well-being

Continuity and Security

Respect, Rights and Responsibility

Relationship and Our Community

3. Our Vision

We are committed to being leaders and enhancing the world in which we live.

B. EDUCATION REQUIREMENTS

1. Minimum Requirements: A completed HS Diploma or GED.
2. Required Certification and/or Licensure: Valid driver's license and be capable of being covered under agency insurance. **Must be 21 if full time driver. Must pass pre-employment drug screen & background check.**
3. Internal Training Required: 2-day staff orientation. Classes included are: Brief History, Philosophy, Social Organization, Ethics, ISP Process/Outcome, Choice & Rights, Introduction to Abuse & Neglect, Transportation/Fire Extinguisher, Introduction to Positive Behavior Supports, Forms of Alternative Communication, Preventing Sexual Harassment/Workplace Violence, Benefits, CPR, Bloodborne Pathogens, Healthy backs, First Aid, College of Direct Support. **Other training requirements which must be completed within the time lines include, but not limited to;** College of Direct Support; 3 months to complete course, 20 hour medication course; supervisor will determine completion date, but must be within first 3 months of employment.

C. POSITION ESSENTIAL FUNCTIONS

1. Lifting Requirements may exceed 50 pounds during medical emergency situations and/or behavior restraints. Other physical activities include transferring people we support to and from wheelchairs, beds, toilets, making beds, carrying groceries, vacuuming, sweeping, mopping and laundry.
2. Sits, stands, walks, bends, and lifts during working hours. Ability to move intermittently throughout the workday.
3. Bend, stoop, twist, and lift up to 30 pounds on a regular basis in order to participate in non routine restraints.
4. Ability to read, write & speak English to the extent that s/he is able to understand verbal & written instructions as well as able to give verbal & written instructions. The ability to communicate with other staff to the extent necessary to perform the duties of the position of employment.
5. Possess valid driver's license for use in performing work-related activities.
6. Use tact, discretion, initiative and independent judgment with in established guidelines.
7. Ability to multitask and complete tasks in the midst of frequent interruptions and imposed deadlines.
8. Work well and maintain composure in stressful high pressure situations. Exercise sound judgment in situations requiring immediate decisions (emergencies, incidents, etc.)
9. Rapidly assimilate and utilize new skills and knowledge.
10. May be exposed to infectious diseases, odors, dust, etc. throughout the day.
11. Work on a rotating schedule for all Advance observed holidays as assigned by the Director of Residential Services.
12. Ability to participate as a team member in order to plan, organize, develop & implement goals, supports, policies & procedures.
13. Possess knowledge of modern office equipment, methods and computer equipment as well as common office software, such as email, word processing, spreadsheet and database.
14. Administer and inventory medications according to ADVANCE Medication Administration Policy.
15. Attend all mandatory training and staff meetings including, but not limited to: Brief History, Philosophy, Social Organization, Ethics, ISP Process/Outcome, Choice & Rights, Introduction to Abuse & Neglect, Transportation/Fire Extinguisher, Introduction to Positive Behavior Supports, Forms of Alternative Communication, Preventing Sexual Harassment/Workplace Violence, Benefits, CPR, Bloodborne Pathogens, Healthy backs, First Aid, College of Direct Support, and 20 hour Medication Course, and pass with the level of competency defined by ARSD.

D. GENERAL POSITION REQUIREMENTS

STANDARD WORK EXPECTATIONS

1. Experience working with people with developmental disabilities or Nursing Assistant experience helpful.
2. Possess knowledge of the field of disabilities, its practices and procedures, and the laws, rules, regulations and guidelines pertaining to its operation.
3. Routinely works in a variety of settings inside or outside the home and throughout the community.

4. Flexible hours including split shifts of varied days and times including mornings, afternoons, evenings, and weekends and holidays depending on program needs.
5. Attend and participate in a variety of educational programs designed to increase knowledge and expertise in the field.

INFECTION CONTROL/OSHA

1. Perform oral hygiene care.
2. Provide hygiene assistance to people supported whose bodily fluids are visibly contaminated with blood.
3. Assist with restroom, bathing, and changing needs.
4. Assist as needed during mealtimes.
5. Assist with laboratory blood work/draw or collecting specimens.

SUPPORTS & SERVICES

1. Completion of assessments to include: baseline data and other record keeping systems related to program services.
2. Provide formal and informal training/supervision/role modeling as determined by the ISP team related to personal outcomes.
3. Respect the rights and dignity of each person supported and ensures their confidentiality is protected.
4. Encourage and provide opportunities for people supported choice; present creative options as needed.
5. Assist with the daily routine as assigned by the Residential supervisor or ISP plan.
6. Encourage and assist in the usage of public resources and outside recreational activities in an integrated setting.
7. Provide treatments as prescribed and recommended by the physician, dietician, Speech Pathologist, Physical Therapist, Occupational Therapist, and/or ADVANCE nursing staff to ensure people have the best possible health.
8. Perform other duties as assigned to provide training and support.
9. Assure all necessary health and medical related supplies and equipment are available and kept secured.
10. Attend monthly residential meetings as assigned by the Residential Supervisor.
11. Provide assistance, support and supervision to each person supported.
12. Ensure the safety and well being of each person supported.
13. Obtain a working and personal knowledge of people supported.

DOCUMENTATION/COMMUNICATION

1. Ensure documentation is completed according to ADVANCE Policies and Procedures, in a thorough and detailed manner.
2. Report and document allegations/observations of abuse, neglect and exploitation according to ADVANCE policy and procedure.
3. Complete documentation on appropriate forms such as PSE reports, baseline data, as required by agency policies or as determined by the ISP team. Record data to document training/services as determined by the ISP team.
4. Follow menus/diets according to dietician's recommendations. Document menu substitutions, diet diaries, recipes, etc. as recommended by the consultant dietician/ISP team.
5. Follow procedure for food purchasing, storage, handling, preparation, serving, cleanup, sanitation and cleaning of dietary equipment.
6. Document appropriate information on vehicle mileage logs per ADVANCE policy.
7. Report vehicle accidents per ADVANCE policy and procedures.
8. Document all financial transactions of persons supported on appropriate forms according to ADVANCE policy and procedures. Reports discrepancies to the residential supervisor as required by ADVANCE financial policy and procedures.
9. Document changes in people supported health status on appropriate forms, e.g. medical illness/injury reports and seizure reports.
10. Participate as a team member by offering suggestions, voicing concerns, and providing information regarding the program. Communicate effectively with supervisors, team members, agency staff, family members, guardians, and consultants to ensure continuity and equality of services. This includes:

- a. Changes in supports/services and training objectives in the services plan.
- b. Significant changes/concerns in a person's life, e.g. financial, employment, living arrangement, etc.
- c. Medical concerns, illnesses, and injuries.
- d. Concerns expressed by family members, guardians, landlords, neighbors or the general public.

SAFETY/SECURITY

- 1. Ensure general housekeeping and safety standards are met according to ADVANCE policies and procedures.
- 2. Use and follow checklist, staff duty lists, and other tasks as signed by the Residential Supervisor.
- 3. Arrange and transport people to and from activities, ensuring all safety rules and traffic laws are followed and all people in the vehicle are wearing seat belts.
- 4. Ensure homes are secured at all times when leaving the building, i.e. lock medication cabinets, lock office files, doors and windows.
- 5. Conduct/participate in all required safety drills to include fire and severe weather as necessary by following agency policy and procedure and document as required.
- 6. Ensure people served are supervised in their home and in the community as determined necessary by the ISP team.
- 7. Secure and protect person supported personal funds, possessions, and agency property at all times according to ADVANCE policies and procedures.

EMPLOYMENT-RELATED RESPONSIBILITIES

- 1. Attend and actively participate in meetings as assigned or stay informed of information shared during those meetings, i.e. Supervisor, Support Professionals, reviewing ISP packets, and meeting minutes etc.
- 2. Follow work schedule as assigned by Residential Supervisor.
- 3. Follow ADVANCE policies and procedures regarding all leave requests.
- 4. Demonstrate professional conduct in regards to confidentiality, interactions, honesty, etc.
- 5. Perform other duties as assigned by supervisor/administrative staff.
- 6. Maintain all employment standards and required training.

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH. I ACCEPT THE POSITION OF SUPPORT PROFESSIONAL AND AGREE TO ABIDE BY THE REQUIREMENTS SET FORTH AND WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITIES.

Employee Signature

Date

Supervisor Signature

Date

NOTE: ANNUAL REVIEWS OF TASKS AND PROCEDURES WILL BE MADE