

Job Description

TITLE:	Supportive Home Living Instructor (One-On-One)
FLSA STATUS:	Non-Exempt
PHI Access Level:	2
REPORTS TO:	Chief Programming Officer
Hours:	Part- time position - Hours depending on the schedule of individual served. If hours worked need to be changed, Staff must notify their immediate supervisor for approval prior to work hour changes. Overtime must be pre-approved by supervisor as well.
POSITION SUMMARY:	Supervise, train, monitor, and transport individual living in their own home. Assist in helping the individual live the most independent and successful lives possible.

Essential Duties and Responsibilities:

1. Monitor and maintain health and safety issues of the individual served in their home.
2. Daily training to include but not limited to: housekeeping, money management, cooking training, medical management, and grooming and hygiene. Training will depend on individual served goals on their CES Waiver plan.
3. Responsible for individual served training and other activities as scheduled.
4. Transport individual served to scheduled appointments and outings if within work schedule.
5. Maintain mileage logs & documentation for transportation provided to individual served.
6. Report all accidents/incidents to supervisor immediately.
7. Complete agency training in a timely manner, participate in other professional development as required and maintain all required certification.
8. Other duties as assigned by Chief Executive Officer (CEO), or Chief Programming Officer (CPO)
9. Maintain daily time tracking on Therap to accurately track daily activities for billing purposes.
10. Maintain daily documentation on Therap for services provided that reflect the goals on the CES Waiver plan. Daily notes in Therap must be entered on a daily basis of services being provided.
11. Maintain record of hours worked by clocking in and out of Therap
12. Notify CPO of any variation of set work schedule or needed changes
13. Participates in annual development of goals for CES Waiver requirements

Case Management Services

1. Accurately document daily notes that are current, objective, and have the following components:
2. What service was provided, how the client responded (how did they do), and what support did staff give. Each note should reflect the specific goal being worked on.

3. Assures *individuals rights* of persons served are protected by educating persons served and their families.
4. Provides linking, monitoring, and advocacy to the individual served when the need arises
5. Communicates with CPO and Passe provider on any issues, concerns, or needs for the individual served

Supervisory Responsibility:

This position does not supervise other staff.

Required Qualifications:

1. At least 21 years of age, a high school diploma or its equivalent, and one year of experience working with persons with disabilities.
2. Access to reliable transportation to deliver services in remote locations, attend trainings, and meetings.
3. Valid Driver's License with acceptable driving record.
4. Must be able to successfully complete Adult and Child Maltreatment Central Registry checks, Criminal background check, and drug screening.
5. Ability to maintain confidentiality of person served information.

Required Competencies:

1. Demonstrated knowledge, skills, and abilities in the use of positive behavior supports, assistive technology devices, accommodations, learning styles, teaching techniques and Universal Design for Learning.
2. Ability to establish and maintain effective working relationships with all stakeholders (e.g., person served, contractors, community resources, etc.).
3. Knowledge, skills, and abilities in identifying developmental needs unique to various diverse populations, including those of different genders, sexual orientation, ethnic group, race, and physical or mental capacity.
4. Ability to work in a flexible environment, prioritizes and works effectively on multiple tasks simultaneously, and follows through on assignments and commitments.
5. Excellent team player, organizational, problem solving, communication, and administrative skills, and attention to detail.
6. Ability to maintain confidentiality of person-served information.

Preferred Qualifications:

1. Experience working with diverse populations with a focus on individuals with disabilities.

Physical Demands

☒ **Medium** – Exert up to 30 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of light work and usually requires walking or standing to a significant degree. This is a safety sensitive position.

Work Environment

☒ **Limited** - General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

*By signing below, I acknowledge that I have received a copy of this job description for **Supportive Home Living Instructor (One-on-One)**. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.*

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature

Date

Signature, HR

Date