



SUPPORTIVE LIVING DIRECT SUPPORT PERSONNEL

Job Summary:

Assist elderly and/or adults with disabilities with daily living activities in a residential facility. Supervise participant's involvement in activities in the residential care facility while always assuring the health and safety of the individual. Assist in the coordination and functioning with the program's daily operations. Assist and encourage participant's independence in all aspects of the home.

Minimum Job Qualifications:

Two (2) years experience working with elderly and/or adults with disabilities, preferred. Must have effective verbal communication and writing skills. English Language reading, writing, and verbal communication skills are required in order to perform the essential functions of the position. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from participants, supervisors, and co-workers. Must be able to handle behavior problems and individuals with medical problems. Must have the ability to present a friendly, courteous image for the Agency to the general public, customers, and public officials. Individuals with a CNA, preferred.

Must successfully completed High School Diploma/GED; pass a background/fingerprint investigation (Mandatory fingerprinting and screening by the State of NM and FBI), Must be 25 years of age, have and maintain a valid Driver's License, and insurable driving record. Must have reliable transportation and maintain proof of minimum mandatory auto insurance. Must be able to operate personal and/or company vehicles used for transportation of program participants, and be free from communicable diseases. Must complete and maintain specific training certifications throughout employment. Cornucopia Adult & Family Services is a drug free workplace.

Job Duties and Responsibilities:

- Responsible for the overall supervision of all employees and participants while at the residential facility, outside facility, and during transport.
- Assist elderly and/or adults with disabilities with all personal care (i.e., oral

- care, attends assistance, toiling, repositioning, bathing, eating, skin care, eating, etc.) and any other needs as necessary to ensure cleanliness, good hygiene and overall safety.
- Must be able to safely transfer participants from chair to car/van, assist with toiling, and other duties related to transfer/ambulation; including rising from and sitting down positions.
 - Responsible for completion of household duties (i.e., meal preparation, cleaning, laundry, etc.).
 - Encourages participant's independence in all aspects of home (i.e., household duties and community activities including entertainment, walks, etc.).
 - Serves food and beverages for all meals (breakfast, lunch, dinner, and snacks).
 - Make sure all the participants have been served their meals.
 - Completions of specialized training, assist elderly and/or adults with health care regimens (i.e. medication, therapy plans, etc.).
 - Completes required paperwork accurately and timely according to all required daily and shift documentations before the end of shift, as instructed. (Including transportation logs and reports).
 - Assist with developing and implementing plans and directives.
 - Assist with planning, implementing, accompanying and transporting elderly and/or adults on/to activities in the community, including vacations and working toward community acceptance and integration of individuals.
 - Assists with planning and development of the monthly activity calendar.
 - Attends to participants needs as required through their respective Individual Service Plan (ISP) and as indicated by daily circumstances or as instructed.
 - Ensures that the 2/3 staff to participant ratio is maintained on day shift and ensures that the 1/3 staff to participant ratio is maintained on night shift.
 - Night shift employees are required to stay awake throughout their shift.
 - Identify and solve problems before they become a crisis for the individual or household member.
 - Never leave the participants unattended for any reason.
 - Maintains confidentiality of all participants and their families.
 - Complies with DD Waiver and Cornucopia's policies and procedures.
 - Provide open communication with supervisor and staff members.
 - Responsible for routinely maintaining cleanliness of the transportation vans.
 - Attends all meetings unless prior arrangements have been made with the supervisor/department head.
 - Attend all state mandatory and/or in-service training.
 - Must complete agency & state required training and forty (40) hours the first year of employment and ten (10) hours thereafter.
 - Must be physically able to perform all job duties. Must be able to lift twenty-five (25) pounds above the shoulders, fifty (50) pounds repeatedly,

and support seventy (70) to one hundred (100) pounds occasionally. Must be able to stand and walk continuously.

- Must be flexible in responding to varied job assignments, nights, weekends and holidays work may be required.
- Performs other duties as directed and required to maintain daily operations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of the employer and requirements of the job change.

Hourly Wage: Depends upon funding and experience as established by the CEO.

FSLA: Non-Exempt

Staff Signature

Date

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