



COMMUNITY ALLIANCE
Supported Living Program
Job Description

JOB TITLE: Direct Care Staff

EXEMPT: No

REPORTS TO: Site Supervisor

SUMMARY: Under the direct supervision of the assigned Site Supervisor, the direct support staff will have responsibility to provide services to enhance the personal choices of individuals who contract with Community Alliance. Our agency provides community living support (CLS) as directed by the WCHO in compliance with the Mental Health Code of the State of Michigan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

1. Programmatic Responsibilities

- A. Ensuring that individual needs are addressed in accordance with Community Alliance policies and consistent with the principles of individually focused services.
- B. When requested assisting in the development of individuals Person Centered Plan and Individualize Plan of Service.
- C. When requested acting as an advocate with the individual.
- D. Providing individual with requested support, this could include but is not limited to:
 - i. Supporting individual in managing personal finances.
 - ii. Supporting individuals in meeting their nutritional, personal care needs and/or activities of daily living.
 - iii. Supporting individual in available and chosen activities.
 - iv. Supporting individual in meeting their medical needs this could include but is not limited to medications, and medical appointments.
- E. Assuring that emergency supports are available.
- F. Providing a supportive individualized atmosphere.
- G. Participating as a full member of the support team by:
 - Taking necessary measures to assure supplies and equipment are available to provide needed and/or requested supports.
- H. Taking necessary measures to assure maintenance is secured as needed.

II. Professional Responsibilities

- A. Represent the Supported Living Program/ Community Alliance to individuals, staff and public and other agencies in a professional and positive manner.
- B. Support agency philosophies and objectives.
- C. When requested act as liaison between the individual and families, significant others, service providers (Department of Community Health, Community Mental Health etc.) and other Community Alliance programs, neighbors and the community.
- D. Ensure that necessary paperwork is completed in an orderly and timely manner.
- E. Assure that pertinent information is disseminated appropriately
- F. Maintain the environmental integrity as it relates to individual supports.
- G. Establish one's schedule in a professional manner with the assistance of the Site Supervisor that is flexible to meet individual supports needs.
- H. Support individual, program and agency outcome measures.
- I. Assure the requested and required services are provided and/or delivered in the desired manner.
- J. Commit to continuous improvement in service provision and/or delivery.
- K. Perform other duties as deemed necessary by the individual and/or designated supervisor.
- L. Some responsibilities are individual or program specific, and may or may not be required.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED). One to three months related experience and/or training or equivalent combination of education and experience preferred.

LANGUAGE SKILLS:

Ability to write, read, and comprehend instructions, correspondence and memos. Ability to effectively communicate in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to perform addition, subtraction, multiplication and division.

REASONING ABILITY:

Ability to apply commonsense understanding in order to carry out instructions. Ability to solve practical problems and deal with a variety of variables in different situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Minimum requirements of the Agency include:

- High School Diploma or GED
- Valid Driver's License
- Required training certificates within specified time frame per Community Residence Training Policy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to: handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear; and smell.

The employee may occasionally help assist in lifting and/or moving up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works:

- In outside weather conditions.
- Is occasionally exposed to wet and/or humid conditions.
- Occasionally works with toxic or caustic chemicals (i.e. bleach, ammonia, and oven cleaner, etc.).

The noise level in the work environment is usually moderate.