

COMMUNITY SUPPORT PROFESSIONAL

GENERAL STATEMENT OF RESPONSIBILITIES:

This position is responsible for implementing behavior management techniques, supervision, learning and support for individuals who have an intellectual disability in community based environments. This position will assist with the implementation of Individual Support Plans, provide learning and support in a variety of Community skills and have knowledge of the basic medical aspects concerning individuals with intellectual disabilities (i.e. CPR / First Aid). This position requires the ability to work with various levels of disabilities that individuals may have. The Program Administrator will directly supervise this position.

MAJOR DUTIES:

- 1. Ensure the health, safety and welfare of individuals by providing excellent supervision and adhering to OSHA regulations.**
- 2. Assist with the implementation of Individual Support Plans, including training in areas of self-help, community living, fine gross motor skills, personal shopping, money management, socialization, communication, environmental awareness, safety, self-advocacy and use of community resources.**
- 3. Provide assistance to each individual in personal appearance and cleanliness.**
- 4. Identify escalating at-risk behavioral indicators and support with the implementation and training of approved behavioral programs, written by a Licensed Behavioral Consultant.**
- 5. Utilize standard communication and other alternative communication systems with non-verbal and language delayed individuals.**
- 6. Monitor health, welfare, and safety of all individuals.**
- 7. Record individual data based on the ISP Checklist schedule.**
- 8. Provide individuals with supervision, assistance and support during emergency and / or crisis situations.**
- 9. Provide assistance and supervision of medication administration and / or other medical needs when applicable**
- 10. Attend and satisfactorily complete all required in-service trainings in areas of First Aid, CPR, OSHA, Medication Administration, MR Orientation Workbook, and Physical Intervention.**

MAJOR DUTIES:

- 11. Provide transportation services to individuals.**
- 12. Implement the utilization of positive behavior management techniques (when Applicable).**

13. Provide support with the implementation of opportunities for individuals to use functional skills in various community settings.
14. Document in individual records in a timely and accurate manner as required by Medicaid Waiver Regulations and Guidelines and according to Agency Policies and Procedures.
15. Other responsibilities as assigned by the Program Administrator.

QUALIFICATIONS:

High School Diploma or GED Certificate, and 1-2 years of experience working with individuals with intellectual disabilities, successful completion of Staff Orientation Workbook Training, Medication Administration Training, Satisfactory FBI Criminal Records Checks, State Police Criminal Records Checks, Department of Social Services Records Checks, Physical Intervention Training, CPR / First Aid, OSHA Training, and a TB Test Screening.

KNOWLEDGE OF:

- ❖ Behavior Intervention Techniques
- ❖ Client Rights / Human Rights
- ❖ Individual Support Planning and the major components of the plan
- ❖ Daily record keeping and documentation requirements
- ❖ Professional oral, written and interpersonal communication principals
- ❑ Support Intensity Scale (SIS), Checklist of Adaptive Living Skills (CALs) and other approved assessments

SKILLS IN:

- ❖ Observing, recording, and reporting behaviors
- ❖ Identifying and documenting a individual's progress, talents and contributions
- ❖ Implementing ISP / PCP desired outcomes, actions and supports
- ❖ Operation of a motor vehicle, i.e., a van and / or car
- ❖ Documentation and Record keeping

ABILITY TO:

- ❖ Demonstrate a positive and professional demeanor towards individuals, their families, other agencies and the general public
- ❖ Exercise judgment that does not violate, demean, or compromise individuals, their rights, or the principles, and ethics of the organization
- ❖ Maintain an effective working relationship with individual's
- ❖ Maintain individual confidentiality
- ❖ Perform routine duties without close supervision

- ❖ **Lift up to 25 pounds**
- ❖ **Complete other job duties as assigned by the Program Administrator.**

All employees will undergo a Criminal Background Check and Child Protect Services Background Check within 15 days of employment. All staff will have successfully completed training and passed the test for the Staff Orientation Workbook, CPR and First Aid Training, and Medication Administration Training. Staff will also complete Behavior Management Technique Training, OSHA Training and get a TB Test Screening.