

INCA Community Services



Job Description

Title:	DLS-Daily Living Support II	Reports to:	Lead DLS Staff
Program:	RAVE (Career Opportunities)	Status:	Non-Exempt/Part-Time/Less than 30 hours per week
Approved:	August, 2017	Wage:	(see Salary Scale)

Benefits: Social Security, Worker's Compensation Insurance and Unemployment Insurance.

Job Summary: Responsible for following individual's IP/Individual Plan. Assists individuals with developmental disabilities in acquiring and maintaining individually prescribed self-help, socialization and adaptive skills necessary to reside in a home or community-based setting. Daily living support services are provided to the individual for supervision issues who needs 24/7 care with goals to be worked on daily so the individual can reside successfully and accomplish tasks they would normally do for themselves if they did not have a disability in the home they lease or own by providing supervision and oversight.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

1. Supervises individuals with developmental disabilities as needed in the individual's home.
2. Responsible for following individual's Individual Plan (IP).
3. Promote opportunities for the individual's to experience community inclusion through participation in recreational, leisure and vocational activities.
4. Assist in training the individual in skills necessary to reside successfully in their home.
5. Assist with cognitive tasks to prevent individual from harming himself/herself.
6. Assist with coordinating lists of services and supplies needed for the home.
7. Assist with developing and assuring emergency plans are in place and helping to maintain safety in the home.
8. Assist individual with personal money management skills and properly safeguard the individual's funds.
9. Medication administration of medications as prescribed by the individual's physician and complete MAR sheets as soon as medications are given and do medication counts at the end of employee's shift.
10. Complete incident reports, report incidents immediately to supervisor, do daily documentation sheets, complete seizure reports if applicable and any other documentation as requested by the agency and/or DDS for each individual served.

General Duties/Responsibilities:

1. Follows DHS/DDS policies and procedures to help better understand and work with individuals with developmental disabilities.
2. Serve as a good role model for individuals served.
3. Treat all individuals with respect and dignity.
4. Report all cases of suspected abuse and/or neglect with developmental disabilities immediately.
5. Act in a courteous and professional manner with business, agency and community partners.
6. Work harmoniously with fellow employees to generate a productive, cohesive work environment.
7. Attend work punctually and regularly to provide consistency of service.
8. Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
9. At all times maintain professional attitude and confidentiality of all records and information.
10. Demonstrate commitment to mission, values, and policies in the performance of daily routines.

11. Perform other program-related assignments as designated
12. Present a positive image of the agency to members of the community.
13. Due to the vulnerability of the individuals under your care, at least a two (2) hour call in time is required, if not more, to ensure a replacement staff is secured when you are unable to attend work.

Supervisory Relationships:

Works under the direct supervision of the Lead DLS Staff as well as the Program Director and will supervise individuals with developmental disabilities in a residential setting daily.

Knowledge and Skills:

1. Ability to read, interpret and implement program guidelines efficiently and effectively
2. Ability to make routine decisions in accordance with agency policy.
3. Ability to handle highly stressful and sensitive situations in a professional manner.
4. Knowledge of automated data processing procedures, systems and computer operations required.
5. Knowledge of the internet, e-mail, and web sites required
6. Ability to deal effectively with the public

Qualifications:

Education: Graduation from High School or GED equivalent.

Experience:

- Experience in communication and record keeping.
- Willing to participate in training as assigned by the immediate supervisor.
- Must complete all mandatory training as required by DDS policy to work with individuals with developmental disabilities.

General:

- Must be at least 18 years old.
- Must have reliable transportation with at least liability insurance, a good driving record and a valid Oklahoma driver's license.
- OSBI, MVR, Community Service Registry and Drug/Alcohol Testing clearance required.
- Applicant cannot be listed on the Sex Offender Registry or the Violent Offender Registry.
- Character references are required.

Physical Requirements: Employee must be able to:

- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, move, lift and/or carry 0 to 50 pounds to waist height if needed.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description. I have been made aware that people with developmental disabilities are capable of unpredictable as well as inappropriate behavior. I agree that I am voluntarily accepting such risk of being exposed to such inappropriate and/or harassing type behaviors by the individual. I will report and discuss such behaviors with the Program Director immediately should they occur while I am working.

Signature of Employee:

Date: