

# INCA Community Services

## Job Description



<b>Title:</b>	<b>DLS-Daily Living Support I</b>	<b>Reports to:</b>	Lead DLS Staff
<b>Program:</b>	<b>RAVE</b>	<b>Status:</b>	<b>Non-Exempt/Full Time/ Benefits (see Benefit section)</b>
<b>Approved:</b>	<b>August, 2017</b>	<b>Wage:</b>	<b>(see Salary Scale)</b>

**Benefits:** Health and Life Insurance, Sick and Annual Leave, Retirement Program (401k), Social Security, Worker's Compensation Ins. and Unemployment Insurance. Staff will receive Thanksgiving and Christmas as paid holidays off as floating holidays, one during November and one during December as well as 2 floating holidays to be used as follows: one day paid in the month of January for the New Year's Day holiday and one day paid in the month of July for the Independence day holiday.

### Job Summary:

Responsible for following individual's IP/Individual Plan. Assists individual(s) 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. Follows DHS/DDSD policies and procedures to help better understand and work with individuals with developmental disabilities.
4. Promote opportunities for the individual's to experience community inclusion through participation in recreational, leisure and vocational activities.
5. Assist in training the individual in skills necessary to reside successfully in their home.
6. Assist with cognitive tasks to prevent individual from harming himself or herself.
7. Assist with coordinating lists of services and supplies needed for the home.
8. Assist with developing and assuring emergency plans are in place and helping to maintain safety in the home.
9. Assist individual with personal money management skills and properly safeguard the individual's funds.
10. 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.
11. 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 DDSD for each individual served.
12. Report all cases of suspected abuse and/or neglect of individuals served.

### General Duties/Responsibilities:

1. Serves as a good role model for individual's served.
2. Treat all individuals with respect and dignity.
3. Attend work punctually and regularly to provide consistency of service.
4. Work harmoniously with fellow employees to generate a productive, cohesive work environment.
5. 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.

6. At all times maintain professional attitude and confidentiality of all records and information.
7. Present a positive image and act in a courteous and professional manner with business, agency and community partners.
8. Demonstrate commitment to mission, values, and policies in the performance of daily routines.
9. Perform other program-related assignments as designated by Program Director.
10. 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 is accountable to the agency and DDS. Will monitor and supervise individuals with developmental disabilities in the home.

### **Knowledge and Skills:**

1. Good verbal and written communication skills.
2. Ability to read, interpret and implement program guidelines efficiently and effectively
3. Ability to make routine decisions in accordance with agency policy.
4. Ability to handle stressful and sensitive situations in a professional manner.
5. Maintain confidentiality with tact and discretion.

### **Qualifications:**

#### **Education:**

- Graduation from High School or GED equivalent.

#### **Experience:**

- Experience in reading, interpreting and implementing guidelines and following written and oral instructions.
- Experience in record keeping preferred.

#### **General:**

- Must be at least 18 years old.
- Must have reliable transportation with at least liability insurance
- Valid Oklahoma driver's license.
- Character references required.
- OSBI, MVR, Community Serve Registry and Drug/Alcohol Testing clearance required.
- Cannot be listed on the Sex Offender Registry or the Violent Offender Registry.
- Must have completed or complete all mandatory training as required by DDS policy to work with individuals with developmental disabilities.

#### **Physical Requirements: Employee must be able to:**

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

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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:**