

# INCA Community Services Job Description



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| <b>Title:</b>    | <b>HTS III</b>                     | <b>Reports to:</b> | Program Coordinator and/or Program Director |
| <b>Program:</b>  | <b>RAVE (Career Opportunities)</b> | <b>Status:</b>     | <b>Full-Time, 40 hours per week</b>         |
| <b>Approved:</b> | <b>November, 2017</b>              | <b>Wage:</b>       | <b>(see Salary Scale)</b>                   |

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

**Job Summary:** Responsible for following each individual's Individual Plan/IP. Assists individuals with developmental disabilities in and maintaining individually prescribed skills necessary to reside successfully on their own or in a family's home. Familiar with the individual's goals and outcomes. Maintain accurate, updated information on the person serving. Advocate effectively for the individual served. HTS services are provided to train/supervise the individual.

*This position has a recurring access to a vulnerable population.*

**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.*

- Responsible for following the individual's Individual Plan/IP.
- Supervise and provide assistance in acquiring and maintaining individually prescribed self-help, socialization and adaptive skills necessary to reside successfully in a home and/or community-based setting.
- Assure all required paperwork is accurate and submitted in a timely manner.
- Will be responsible for ensuring the individual's safety, such as in a case of fire or storm and doing drills with the individual.
- Work schedule will be based on the IP/plan of care of that individual.
- Maintain a safe, clean and appropriate working environment.
- Will transport individual as per their IP based on their needs.
- Works 40 hours per week as an HTS and no other services.

## General Duties:

- Attend work punctually and regularly to provide consistency of service.
- 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.
- At all times maintain professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

## Supervisory Relationships:

- Works under the direct supervision of the Program Coordinator and/or the Program Director.
- Will only supervise the individual being served.

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| <b>Knowledge and Skills:</b>  |  |              |  |
| <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.</i>   |  |              |  |
| <ul style="list-style-type: none"> <li>• Good role model for others.</li> <li>• Courteous and professional manner with business, agency and community contacts.</li> <li>• Work harmoniously with fellow employees to generate productive, cohesive work environment.</li> <li>• Treat all individuals with respect and dignity.</li> <li>• Knowledge and understanding of DHS/DDSD policies and procedures to help better and work with individuals with developmental disabilities.</li> <li>• Ability to read, interpret and implement program guidelines efficiently and effectively and make decisions in accordance with agency and DDSD policies.</li> </ul> |  |              |  |
| <b>Qualifications:</b>  |  |              |  |
| <b>Education:</b>   |  |              |  |
| High school diploma or GED equivalent.  |  |              |  |
| <b>General:</b>   |  |              |  |
| <ul style="list-style-type: none"> <li>• Valid driver's license and good driving record.</li> <li>• Bondable.</li> <li>• Must complete required training as per DDSD policy and any other training as needed/required.</li> <li>• Must pass the Community Service Registry, OSBI, pre-employment and drug screenings.</li> </ul>  |  |              |  |
| <b>Physical Requirements: Employee must be able to:</b>   |  |              |  |
| <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>   |  |              |  |
| <ul style="list-style-type: none"> <li>• Must be able to perform the essential functions of the job.</li> <li>• Sit or stand for extended periods of time.</li> <li>• Hear and understand speech at normal levels with or without hearing aids.</li> <li>• Speak so that others may understand at normal levels.</li> <li>• Operate a motor vehicle.</li> <li>• Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, move and lift and/or carry 0 - 60 pounds to waist height.</li> </ul>   |  |              |  |
| <b>INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER</b>   |  |              |  |
| <b>Acknowledgment:</b> I acknowledge receipt and understand the contents of this job description.   |  |              |  |
| <b>Developmental Disabilities Behavior Acknowledgment</b>   |  |              |  |
| <b>Acknowledgment:</b> 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 and will report and discuss such behaviors with the Program Director immediately.  |  |              |  |
| <b>Signature of Employee:</b>   |  | <b>Date:</b> |  |