

# INCA Community Services

## Job Description



<b>Title:</b>	DLS I - Daily Living Support	<b>Reports to:</b>	Lead DLS Staff/Program Dir
<b>Program:</b>	RAVE - Career Opportunities	<b>Status:</b>	Non-Exempt, Full-Time
<b>Approved:</b>	August, 2018		
<b>Reviewed:</b>	July, 2023	<b>Wage:</b>	(See Salary Scale)

**Benefits:** Health, Dental & Life Insurance, Sick & Annual leave, Retirement program (401k), Social Security, Worker's Compensation and Unemployment Insurance. Staff will receive the following holidays with pay as a floating holiday during the month of the holiday; November (for Thanksgiving), December (for Christmas), January (for New Year's) and July (for Independence day) if they work on the day of the holiday and Veteran's Day (Veteran's only).

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

### Job Summary:

Responsible for following an 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 need 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.*

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

### General Duties:

- Attend work punctually and regularly to provide consistency of care for clients so they enjoy a stable non-disruptive environment.
- Assure all required paperwork is accurate and submitted in a timely manner.
- When a program vehicle is being used, mileage sheets and pre-trip inspection sheets will be used and turned in to the clerk in a timely manner.

- Attend upon request all clients' IP meetings, 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 a 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 Director and/or Lead DLS staff or Program Coordinator. Accountable to the Executive Director, and Board of Directors.

**Knowledge and Skills:**

*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.*

- Good role model for others.
- Courteous and professional manner with business, agency and community contact individuals.
- Work harmoniously with fellow employees and clients to generate productive, cohesive work environment.
- Treat all individuals with respect and dignity.
- Knowledge and understanding of DHS/DDSD policies and procedures to help better understand and work with individuals with developmental disabilities.
- Ability to read, interpret and implement program guidelines efficiently and effectively and make routine decisions in accordance with agency policy;
- Good verbal and written communication skills.
- Ability to handle stressful and sensitive situations in a professional manner.
- Maintain confidentiality with tact and discretion.
- 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.
- Ability to make routine decisions in accordance with agency policy.
- Maintain confidentiality with tact and discretion.

**Qualifications:**

**Education:**

- Graduation from High School or a GED equivalent.

**Experience:**

- Experience in reading, interpreting and implementing guidelines and following written and oral instructions.
- Experience in record keeping is preferred, but not required.

**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 DDSD policy to work with individuals with developmental disabilities.

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

*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.*

- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height.

- Operate a motor vehicle with valid vehicle insurance and driver's license because transporting the individual being served is a requirement of the job.
- Hear and understand speech at normal levels with or without hearing aids.
- Speak so that others may understand at normal levels.
- Must be able to perform the essential functions of the job.

Pre-employment drug testing, must pass an OSBI background check.

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**Acknowledgment:** I acknowledge receipt and understand the contents of this job description. 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.

**Developmental Disabilities Behavior Acknowledgment**

**Acknowledgment:** 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 and/or physically harmed by the individual and will report and discuss such behaviors with the Program Director immediately. 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:**

