



Cortney's Place Job Description

Job Title: Direct Support Provider
FLSA Status: Non-Exempt, Hourly
Supervisor
Drug Test Required: Yes
Yes
MVR Required: Yes

Level of Leadership: Entry Level
Reports To: Program

Background Check Required:

Revision Date: February 17, 2020

Mission

Cortney's Place, a family-founded non-profit, provides an inclusive, stimulating, and meaningful community-based day program for adults with intellectual and developmental disabilities.

Position Summary

Provide individualized and quality services in an inclusive, stimulating, and productive community-based day program for adults with Intellectual and Developmental Disabilities. Follows and teaches using service plans with outcome-based goals including community involvement activities. All employees are required to adhere to all HIPAA/HITECH requirements of client confidentiality.

Qualification Requirements

- Requires any combination of training, education, and/or experience equal to a high school diploma or GED (General Equivalency Diploma) and six months experience in direct support provider setting.
- Substantial experience working with individuals with Intellectual and Developmental Disabilities.
- Successfully complete a pre-employment drug screening.
- Successful completion of Cortney's Place training program meeting the requirements of contacted funding sources; the Division of Developmental Disabilities and/or Department of Health Services.
- Ability to obtain and maintain a Level One Fingerprint Clearance Card and any other required background checks.
- Ability to meet Cortney's Place driver authorized requirements as set forth by Cortney's Place insurance company, (Arizona Driver's license upon hire, 39-month MVR, proof of insurance and vehicle registration), if applicable.
- Bi-Lingual preferred.

Essential Functions

- Transferring individuals from wheelchair to changing table, bed, chairs, shower chairs, pool
- Assisting individuals in and out of vans.
- Facility cleaning includes but not limited to sweeping, mopping, vacuuming, dusting, and laundry
- Assist in planning and preparation of weekly menus of well balanced meals/snacks meeting applicable dietary needs, as required.
- Teach and assist with personal hygiene which includes, but not limited to, changing adult incontinent briefs, brushing teeth and assisting with dressing.
- Maintain body equilibrium to prevent falling when walking, pushing, pulling, reaching, standing, or crouching on various floor and ground surfaces.

- Assess individual behavior and respond appropriately.
- Advise, consult and coordinate with applicable program staff in all departments.
- Valid paperwork/documentation.
- Intermediate computer skills including ability to input all required data.
- Familiar/adheres to all department Standard Operating Procedures.
- All other duties as assigned.

Physical Requirements

- Ability to ambulate safely/maintain balance.
- Ability to lift objects from the floor and move them.
- Ability to follow and understand commands.
- Lifting (over 50 pounds, two person lift).
- Typing/Writing/Reading.
- Pushing/Pulling.
- Twisting /Turning.
- Visual Acuity.
- Maintain body equilibrium.
- Finger Dexterity.

Essential Mental Functions

- Problem Solving.
- Attentiveness.
- Instruction and training.
- Ability to utilize and apply basic math skills.
- Ability to adapt to changing environments.
- Visual monitoring of work environment.
- Ability to assess behavioral situations.
- Ability to utilize crisis management.
- Ability to read, write and communicate in English.

Equipment Used

- Driving all sizes of vans including “cutaways”.
- Van wheelchair lifts, including tie downs.
- Ability to become knowledgeable of all types of wheelchairs.
- Operating Hoyer lifts, lifting devices and gait belts.
- Household appliances, (i.e. stoves, washers/dryers/dishwashers, vacuums, appliances).
- Computer usage (i.e. Share Point, E-mail, Internet, Surface Laptops, tablets, iPhone, transportation cell phones, iPads, Smart Boards and GPS devices).

Health and Safety

- Maintain a safe and hazard free work environment.
- Promptly reports to supervisor the malfunction of equipment, appliances, and vehicles.
- Rational decision making in emergency situations.
- Promptly reports potential infections/infestations, accidents and incidents completing applicable reporting paperwork.
- Assess and respond appropriately to emergency situations.
- Understands and follows health and safety procedures for the individual, co-workers within and outside of the work environment.

- Exhibits good driving habits.

Communication

- Excellent positive verbal, non-verbal and written communication skills.
- Listen to and understand others.
- Organize data through the use of technical devices to organize and exchange accurate information.

Interpersonal

- Work cooperatively with and contribute to effective teamwork.
- Dependable, reliable, as well as professional within the workplace and community at all times.
- Uses positive tone of voice with co-workers, individuals and family members/guardians, funding sources.

Organizational Relationships

- Accountable to Team Lead for all phases of activities.
- Advise, consult and coordinate with the administrative staff, interdepartmentally.

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Employee Printed Name

Employee Signature

Date

Supervisor Signature/Title

Date