

JOB DESCRIPTION
G & G LIVING CENTERS, INC.
LIVING SUPPORT STAFF

MISSION STATEMENT: We Empower People to Maximize Their Independence

OVERVIEW: This position will perform living support duties within the ICF-MR and HCBS system of care. To serve on, to support, and to be an active participant of all teams to achieve outcomes and enhance the lives of people we serve. All employees must be committed to the concepts, philosophy, and mission of G & G Living Centers, Inc. and possess the desire to assist individuals to maximize their independence and reach their fullest potential.

QUALIFICATIONS:

- Training and/or experience in developmental disabilities preferred but not required. Must be 18 years of age. High School diploma or GED required, proof of which will be kept in each employee's personnel file.
- No felony convictions or prior employment history of child or dependent adult abuse, neglect or mistreatment. Any criminal conviction could prohibit employment.
- Must be able to lift 1/4 of total body weight or 50#, whichever is less.
- Ability to stand, stoop, pull, push, grasp, crawl, stretch, bend, and kneel on a daily basis.
- Must have an operable driver's license if transporting consumers (chauffeur's license if operating a G & G Living Centers vehicle.)
- Must obtain Brain Injury Training certification if working with brain-injured individuals.

JOB SKILLS

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| Advocacy | To assist the individuals in making informed choices in their personal lives and in the services they desire. Must convey a positive image and be a role model for individuals served through proper clothing attire and good personal hygiene as defined in the "Personal Appearance Policy," #2.6. |
| Individual Rights | Must respect each individual's rights and assist in educating each individual of their rights. |
| Confidentiality | To ensure G & G's philosophy of "Nothing about me without me"-keeping personal information private and obtaining consent before releasing personal information. |
| Safety | Must ensure a safe environment where individuals live, work, and pursue leisure activities. |
| Health and Wellness | Assist individuals in obtaining their best possible health. Assist individuals in making informed nutritional choices and increase their independence in food preparation. |
| Active Treatment | Always make every moment a teachable moment. Never do for, but teach. |

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| Daily Routine | Assist individuals in organizing and carrying out their daily routine by assisting in the planning and preparation of activities which includes the five need areas; emotional, physical, intellectual, spiritual, and social activities. Incorporate calendar into individual's daily activity schedule. |
| Community Involvement | Must provide support and opportunities for individuals to be active members in the community. |
| Maximize Personal Independence | Must provide training opportunities and/or assistance for all individuals to maximize their independence by helping to set and realize goals, encouraging independent choices, community participation, maintaining health and safety, exercising rights, and performing personal cares. |

INTERPERSONAL SKILLS

1. To actively participate in a team environment and increase team building skills.
2. To have an ability to communicate with individuals, co-workers, and management effectively.
3. To identify and resolve conflicts within the team structure/environment.
4. To actively pursue training to improve job skills, interpersonal skills, and problem solving skills.
5. To seek cross training opportunities and assist with coaching and support of new employees.

PROBLEM SOLVING ABILITIES

1. To understand the importance of people's contributions to teams and a team's success in solving problems.
2. To use CQI process team skills (taught on the job) to analyze problems and identify root causes of problems.
3. To develop and select solutions including creatively generating and sorting alternative solutions to problems.
4. To plan improvements including monitoring and measuring of the solution/improvements.
5. To ensure quality by continually identifying ongoing opportunities to improve quality.

ESSENTIAL RESPONSIBILITIES - ADMINISTRATIVE

Must adhere as does the organization to all laws, rules, policies, and procedures in regards to the Right to Know Law, OSHA, the Department of Human Services, EEOC, and all other federal, state, and local governments.

Must be a mandatory reporter for Dependant Adult & Child Abuse while on duty.

OTHER RESPONSIBILITIES

Perform all duties as assigned by all supervisors.

TERMS OF EMPLOYMENT: Living Support Staff positions are classified as non-exempt and are placed on an hourly wage.

EVALUATION: Performance will be evaluated at 90 days, and on anniversary date thereafter by the Program Manager, people served and co-workers with salary increases to be determined annually.

RESPONSIBLE TO: Program Manager

DUE TO THE LEVEL OF DEPENDENCE OF OUR RESIDENTS, ALL EMPLOYEES, REGARDLESS OF POSITION, ARE EXPECTED TO ASSIST WITH TOILETING, BEHAVIOR MANAGEMENT, EMERGENCY INTERVENTION, AND OTHER DIRECT CARE DUTIES AS NEEDED.

I have read and understand the above responsibilities. I do hereby agree to fulfill these responsibilities to the best of my abilities.

Staff Member

Date

Revised: 5/09