



JOB DESCRIPTION

POSITION: Enrichment Services Direct Support Professional

SUPERVISOR:

1. Enrichment Services Floor Supervisor
2. Enrichment Services Coordinator
3. Director of Enrichment Services

QUALIFICATIONS:

Education:

1. A High School Diploma, GED or equivalent experience.
2. Successful completion of Certified Nursing Assistant/Aide training is preferred.

Experience:

Previous experience in a health care, human services, or nursing home setting preferred.

Other Requirements:

1. A clean criminal and Motor Vehicle record which meets company standards for approval.
2. A valid Colorado Driver's license (must be obtained within the first month of employment.)
3. Verified legal status to work in the United States.
4. Successful completion of pre-employment strength and agility testing.

Physical Demands/Working Conditions

1. Ability to withstand consistent physical activity including walking, standing, sitting, lifting and supporting of clients.
2. Ability to perform CPR and/or other lifesaving techniques as needed.
3. Ability to perform and assist clients with basic household tasks, such as cleaning, cooking, laundry and yard work.
4. Ability to do physical work with adults with developmental and physical disabilities.
 - a. Requires the strength to transfer individuals from a wheelchair to stationary chair/bed/toilet, assist with walking, push wheelchairs, and assist in emergency situations.

- b. Must possess the necessary physical strength and capacity to assure that all residents can be evacuated in emergency with the assistance of a single staff member.
 - c. Requires the demonstrated ability to safely lower 80 lbs to the floor from a height of 3 feet.
 - d. Requires ability to assist clients with range-of-motion exercises as stated in the IP
 - e. Requires the ability to recognize and work within own physical limitations and maintain safety foremost in mind to reduce risk of injury from the physical demands of the job. Request assistance from co-workers when necessary.
5. Work schedule will be based on operational need and may change as needed. (rotate shifts, locations, etc.)
 6. Incumbent will be required to work at any facility and be responsible for own transportation to work.
 7. Incumbent may experience traumatic situations including medical emergencies, physical aggression, or other maladaptive behavior.

POSITION SUMMARY:

The Enrichment Services Assistant is responsible for providing quality care and assistance to clients in developing independent community living skills, including domestic, vocational and social skills. The Enrichment Services Assistant will work within the department, as well as with other departments; report pertinent information to the immediate supervisor; respond to inquiries or requests for information; and assist the immediate supervisor with tasks to support department operations.

ESSENTIAL FUNCTIONS:

Physical Care/Technical Duties:

1. Assist individual residents with physical and personal care as identified in the Individualized Plan (IP).
2. Assist non-ambulatory residents with physical transfer as necessary, including, but not limited to, pushing wheelchairs, assisting someone in standing from a seated or laying position and entering and exiting vehicles
3. Assist clients to maintain a safe physical living environment, including keeping walkways and stairs free of snow and ice, and reducing “clutter” at the day program site.

Programming

4. Respect each resident's rights and treat all clients with dignity and respect at all times.
5. Report all incidents of suspected client rights violations, mistreatment, abuse, neglect or exploitation to Case Management immediately.
6. Assure that all clients are regularly provided with access to community inclusive activities based on client interests, preferences and input.
7. Provide emotional support, social guidance, and assistance in choice making when requested by clients.
8. Provide safe transportation of persons receiving services, drive defensively and follow all traffic laws at all times;
9. Communicate with the Enrichment Services Coordinator and Medical Office about observed medical, physical and emotional client needs in a timely manner.
10. Maintain accurate daily documentation for each client, including review of T-Logs at start of shift and documentation of events at end of shift.
11. Complete accurate and professional General Event Reports and provide Case Management with complete report within 24 hours of the incident.
12. Follow up on General Event Reports as requested by Case Management, supervisor or investigation team.
13. Accurately administer medications to clients thoroughly document administration of medications and report/document all medication administration errors, as directed by the Medical Office.
14. Ensure that the day program location is clean and chores are done, by completing facility cleaning and chore checklist. Involve clients as possible.
15. Execute programming, implement and chart goals, and gather client input on their IP as defined in the IP document.
16. Attend all regular staff meetings and other meetings as requested by supervisory or administrative staff members.
17. Identify potential safety hazards and immediately report them to Operations Manager and Enrichment Services Coordinator.
18. In cases of real emergencies, follow the emergency plan identified for the facility; notify appropriate authorities and Mountain Valley staff as soon as possible.

TRAINING AND OTHER REQUIRED DUTIES

19. Receive a two-step PPD mantoux (TB) test prior to beginning work schedule with clients.
20. Complete all mandatory training as identified by the State of Colorado and Mountain Valley's training requirements within 90 days of hire
21. Maintain all required certifications, including, but not limited to:
 - a. Cardiopulmonary Resuscitation
 - b. First Aid
 - c. Mandt Behavioral Intervention
 - d. Medication Administration
 - e. Bloodborne Pathogens/Universal Precautions

22. Adhere to MVDS policies and procedures outlined in the policy manual, employee handbook, and other employee policies.
23. Adhere to Mountain Valley's Blood Borne Pathogens/Universal Precautions Policy at all times. Report any lapses in Universal Precautions immediately to the Safety Coordinator, Director of Human Resources, and Medical Office.
24. Participate in needs and progress assessment, development of new goals and development and execution of the Individualized Plan (IP) for each resident
25. Follow all safety guidelines including, but not limited to healthy lifting, transferring, and back care at all times.
26. Never leave harmful chemicals in the open or unsupervised.
27. Conduct, document and participate in emergency drills as directed by the Enrichment Services Coordinator and/or Safety Coordinator;
28. Inform the Enrichment Services Coordinator regarding all repair and maintenance needs of the facility and vehicle(s).
29. Report all on-the-job injuries to Enrichment Services Coordinator *and* Director of Human Resources within 24 hours of the occurrence and provide a detailed account of the events leading to the injury.
30. Accurately complete required vehicle mileage and maintenance forms every time a Mountain Valley vehicle is used;
31. Report for work on time and as scheduled.
32. Enter daily, accurate timekeeping records in timekeeping database.
33. Work cooperatively with co-workers and supervisors.
34. Model supportive, appropriate client care for other staff.
35. Other duties and responsibilities as assigned to insure effective functioning of Mountain Valley's Enrichment Services program.

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