

# COMMUNITY SUPPORT WORKER

**DEFINITION:** A qualified individual responsible for assisting individuals in their day-to-day living, by providing choices to enhance their quality of life.

**RESPONSIBLE TO:** Supported Living Coordinator

**DUTIES AND RESPONSIBILITIES:** (Essential job functions in bold)

## Individual/Facility:

1. **Provides direct assistance and supervision to individuals.**
2. **Responds to individuals' changing needs.**
3. **Monitors the safety and cleanliness of home/apartment.**
4. Participates in assigned assessments, individualized planning, and skill training and behavioral deceleration programs, including recording data.
5. **Observes and reports all health and medical needs of the individuals to Supervisor and keeps parties informed of the individuals' well being.**
6. **Assists individuals in the self-administration of medications and keeps documentation as assigned.**
7. **Assists individuals in arranging outings, in making purchases, and providing opportunities for community integration and inclusion.**
8. **Assists individuals in menu planning, shopping, preparation of meals, and clean up.**
9. **Documents in writing and reports suspected incidents of abuse, exploitation, and neglect to APS & the Director of Services.**
10. **Writes incident reports for events that affect the health and safety of individuals.**
11. Accompanies and/or transports individuals to community events/outings, medical appointments and work.
12. Ensures that outside areas of homes are orderly and well kept.
13. Identifies need for adaptive equipment and follows up on implementation.
14. Conducts and documents fire drills and emergency procedures as necessary.
15. Performs other job-related duties as assigned.

## General:

1. **Attends scheduled staff meetings and in-services/training as requested by Supervisor.**
2. **Must attend all mandatory orientation and training activities.**
3. **Establishes and maintains effective working relationships with individuals, co-workers, parents, agencies, and the public.**
4. Uses communication skills to participate effectively as a team member.
5. Uses equipment and supplies efficiently and informs Supervisor of shortages/needs.
6. Documents accurately work performed on time sheets and submits them in a timely manner to Supervisor for approval.
7. **Uses least restrictive alternatives when handling behavioral incidents not covered by a written program.**
8. **Safeguards and keeps confidential all Private and Personal Information regarding individuals with disabilities received in the course of their employment by the Corporation.**
9. **Practice safe work habits and follow all safety regulations and company procedures.**

**QUALIFICATIONS:** High school diploma or equivalent and prior experience working with persons with disabilities is preferred. Shall be 18 years or older.

## **OTHER QUALIFICATIONS:**

- No record of abuse/neglect or exploitation of others.
- Must have or obtain a valid Montana driver's license, be insurable and present proof of private auto insurance in compliance with Montana State law within 1 month of hire.
- Must have or obtain Medication and Epilepsy Certification within 30 days of hire.
- Must have current proof of negative TB test result.

## **SPECIAL CONDITIONS:**

- Physical effort is required to perform the following: lift or physically assist individuals in daily activities; restrain individuals using Mandt procedures; carry supplies; perform household cleaning, and move furniture. Must be able to lift 50 lbs. In addition, standing, walking, and bending are required. Both indoor and outdoor activities are required.
- Exposure to unpleasant sights, sounds or odors, and physical aggression may be encountered.
- Scheduling requires flexibility, eg. Overnights, weekends, change in schedule, additional hours.

## **HIRING WAGE:**

*Opportunity Resources, Inc. reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*

*Jack Chambers, CEO  
Opportunity Resources, Inc.*

*I have read this job description and understand the duties listed.*

\_\_\_\_\_  
*Employee's Name (Please Print)*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*