LINK ASSOCIATES
JOB DESCRIPTION

POSITION TITLE: Day Program – On-Call (DP-OC)
REPORTS TO: Vocational Supervisor (VS)

DIRECTLY SUPERVISES: None

POSITION SUMMARY
Responsible to fill in and provide active supervision and training for consumers. Instruct and coach consumers to promote independence in the development of social, self-help, and work skills. Assure quality services that are in compliance with all accreditation and organizational standards. Ensures the implementation of assigned consumers Life Plan/CCSP and required documentation. Must work within each specified time period to remain employed. (Current Employee Handbook outlines details).

ESSENTIAL JOB FUNCTIONS

• Instruct, supervise, support, and assist consumers in the development of social, self help and work skills in accordance with their Life Plan and assigned curriculums. Provide continuous supervision of assigned consumers, knowing their whereabouts at all times.
• Ensure environments are safe, comfortable, clean, productive, stimulating, and organized.
• Plan, prepare, and distribute contract work to the consumers and implement a variety of training and/or community integration activities.
• Assist and oversee consumer contract work so it is completed in accordance with quality standards.
• Complete necessary information for meetings, incident reports, filing, purchase orders, and any and all other required forms or logs as assigned.
• Responsible to meet the medical and personal needs of the consumers in a dignified and caring manner.
• Attend and complete necessary training in accordance with department/agency requirements.
• Demonstrate flexibility in work hours and locations to account for vacations and illness of other staff. Coordinate responsibilities and coverage when absent from work.
• Represent Link Associates to internal and external stakeholders, consumers and the community in a professional manner.
• Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
• Complete other duties as assigned.

GENERAL AREAS OF RESPONSIBILITY

• It is the responsibility of each Link Associates employee to:
  o Treat all consumers with dignity and respect, prioritize consumer needs, and advocate for the people we serve.
  o Maintain confidentiality of agency, consumer, employee and salary information.
  o Promote the human dignity, rights, safety and well being of consumers served.
  o Professionally and ethically handle agency and consumer money and property.
  o Fulfill all responsibilities as a mandatory reporter.
Display a positive attitude towards consumers, programs and the agency.
Demonstrate good communication with consumers, supervisors, peers, outside resources and family/guardians.
Demonstrate good attendance
Punctually attend all assigned meetings, in-services and trainings.
Demonstrate involvement as a team member.
Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
Submit paperwork and meet job responsibility deadlines as assigned.
Transport consumers with agency or own vehicle as assigned.
Maintain all required approvals/licensures/certifications.
Perform duties in a safe manner, in order to prevent injury to themselves and others.
Participates in and sees their role in community relations and fundraising efforts.
Other duties as assigned.

QUALIFICATIONS

• AA Degree in Human Services or a related field with one (1) year related experience preferred.
Minimum of a High School Diploma or GED. Exceptions must receive prior approval from the Executive Director.
• Must meet agency policy on transportation and background checks.
• Agency Medication Manager Certification preferred.
• Possess ability to work on a daily basis, utilizing standard home, recreational, shop and office equipment.
• Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
• Position will contain Medium physical work consisting of occasional 2-hand lifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to forty (40) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The applicant will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

Employee Signature ___________________________ Date Signed ___________________________