

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE III DAY SERVICES**

Meadowcreek Day Services: Meadowcreek & Community Engagement
Center for Adult Developmental Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Community Services Associate III – Day Services

GENERAL STATEMENT OF RESPONSIBILITIES:

GENERAL STATEMENT OF RESPONSIBILITIES: This is a FLSA non-exempt position. The incumbent serves as a Community Services Associate III in a day services for adults with intellectual disabilities. The CSA III supports full access and participation of individuals in the community based personal choices and interests. The CSA III must maintain safe conditions for the clients and provide general client care and supervision. The incumbent is responsible for the writing and implementation of individual training programs. In addition, he/she is responsible for educational activities and supervision of community activities as scheduled for each client during program hours and documentation of service delivery. Additionally, he/she is expected to attend team meetings, other professional meetings and represent the program to the community as needed.

The incumbent reports to the Program Manager and Director and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining actions using a wide range of procedures but within the limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Medicaid waiver regulations as well as established Region Ten policies. . The incumbent is required to exercise sound judgment and demonstrate initiative; independence, creativity, leadership and cooperativeness when performing assigned duties and responsibilities. The CSA III is an employee of the Adult Developmental Services Division and may be asked at any time by management to work at any given location as need by various division programs. The incumbent will be required to work across day services in center and on center based day services.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under “Major duties.”

MAJOR DUTIES:

1. *Directly implements the individual support plans for clients in center-based and non-center based community services; provide systematic training in social, behavioral, personal care, communication, leisure/recreation, and community living skills; and facilitate social interactions and development.
2. Development of clients’ comprehensive, individualized support plans, weekly, monthly and quarterly evaluations of all plans. Complete daily documentation for service delivery to include training and assistance, interventions; client observations; medication assistance and other documentation as required by licensure regulations and Medicaid Waiver requirements.
3. *Facilitate individuals in integrated settings in the community and support full access and participation including but not limited to a) optimizing autonomy and choice in making life choices b) foster the ability of the individual to acquire, retain or improve skills necessary to build positive social behaviors, interpersonal competence, greater independence necessary to access typical activities and functions of community life such as those chosen by the general population c) build relationships/natural supports within the community d) engage in community life and volunteer work e) opportunities to develop job skills/seek employment f) fostering learning opportunities g) teach skills to manage and use personal resources h) facilitate the development of natural supports i) community engagement must be provided in the least restrictive and most integrated settings according to the individual’s person centered plan and choice.
- 4.* Provide direct assistance to persons in brokering community resources. Help develop community relationships and explore resources that help the individual to be an active member in the community. Help individual to identify and pursue interests.
5. *Develop client comprehensive, individualized support plans that incorporates wishes, interests, and needs. Complete daily documentation for service delivery to include training and assistance, interventions; client observations; medication assistance and other documentation as required by licensure regulations and Medicaid Waiver requirements.
6. *Directly implements the individual support plans for clients in center-based and community settings; provide systematic training in social, behavioral, personal care, communication, leisure/recreation, and community living skills; and facilitate social interactions and development of social relationships with community members.
7. *Evaluates and documents progress on individual performances; skills building and support outcomes.
8. *Attends team meetings to discuss and coordinate client's needs and services, and attends interdisciplinary team meetings

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to coordinate long and short term goals and services.

9. *Transports clients to planned services, or arrange and train transportation skills, as applicable. This requires travel by foot, car, and public transportation as necessary. Transportation duties require availability of personal car for business use.
10. *Acquires and maintains valid certification in first aid, CPR, medication administration, positive behavior management and crisis intervention in order to ensure the safety of clients to comply with state/federal residential staffing requirements.
11. *Ensures the health and safety of residents and program participants and provides planned and emergency services as described:
 - a. counsels and develops skills for individuals to manage behaviors by prevention or de-escalation of aggression.
 - b. provides emergency interventions in community settings.
 - c. conducts and supervises recreation/community integration with clients.
 - d. supervises clients participation community based and daily living activities
 - e. provide skills training for identified needs.
 - f. assists with self-administration and recording of client medications, including insulin, tube feeding and the provision of other medical or physical therapy interventions as trained and identified in person centered plan
 - g. assists, supervises and/or trains all clients in personal care skills (i.e., toileting, showering/bathing tooth brushing, topical medications, menstrual care) as needed.
 - h. performs CPR/First Aid/crisis intervention for medical or behavioral emergencies following training guidelines
 - i. able to perform direct care responsibilities working solo at any designated site.
 - j. Provides physical supports for mobility and to use community resources as needed.
 - k. Performs lifting procedures following specific training guidelines. Uses adaptive equipment to assist with mobility and lifting needs of the individual
12. *Reads all client, team, division and agency communication
13. *Is considered essential staff and may be required to work at other program locations during scheduled hours to meet client needs.
14. *Addresses behavior interventions using positive programming; adheres to the agency policies and Human Rights guidelines. Staff interventions will include teaching alternative behaviors, using prevention or de-escalation strategies as outlined by the Region Ten Crisis Intervention/Behavior Management training. Physical restraints will be used as a last resort method to protect the client or others from harm. Staff must use the methods as outlined in Crisis Intervention/Behavior Management training.
15. *Must have the energy, stamina, and mobility to meet the community integration/domestic skills/personal care needs of the clients. Must be able to physically assist individuals to evacuate from a building in the event of an emergency.
16. * Must be able to use a computer effectively to document consumer care in the electronic record; to create word documents and communicate effectively in writing reports, emails and correspondences in concise and grammatically correct manner.
17. *Displays professional behavior; works effectively with individuals and team; communicates professionally and with respect to confidentiality, maintains good interpersonal relationships; acts as role model in community settings; has professional communications with community members and partners; works with teammates to problem-solve; and executes services delivery with attention to safety and quality of care.
18. *Other job related duties as assigned by the Program Manager I or Director I

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. To perform duties in this position the incumbent must have own car available for use each day. The vehicle must be in safe working order and have room for three passengers. Mileage is paid for transporting consumers. Position requires a 4 year degree in human services, plus two years related experience is preferred. The incumbent must be physically able to respond to behavioral and medical emergencies; able to perform all duties including physically assisting individuals with lifting and transferring needs; personal care; able to perform approved restraints; go up and down stairs and ambulate quickly at the center and in the community. In addition, the incumbent needs to possess the following knowledge, skills and abilities.

Knowledge of: characteristics of intellectual disabilities, autism, epilepsy, cerebral palsy; first aid; CPR; medication management; emergency procedures; counseling techniques with verbal and non-verbal persons; job coaching and supported employment guidelines; teaching techniques - prompting, breaking down information, chaining steps, documentation of different skills; procedures for prevention, diffusing and managing aggression; services available in Charlottesville for resources and back up for emergencies, standard Day Support operating procedures, personal hygiene care, physical assistance support techniques; wheelchair transfers, lifting techniques; community resources in Charlottesville and the surrounding communities

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Skills in: systematic implementation of a wide range of behavioral programs and instructional formats; counseling verbal and non-verbal, recognizing and responding to medical emergencies; written and oral communication of support care needs; accurately describe/record data and observations; use of non-aversive techniques to manage behavior problems, facilitating community integration; and accessing community resources, using universal precautions; physically assisting adults with personal care needs (toileting, mobility, feeding, menstrual care); provide instruction and supervision in center-based and community settings; computer and keyboard usage. Must have strong communication skills (written and oral).

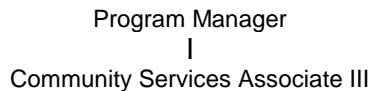
Abilities to: make sound and safe decisions as regards behavior management, health needs, emergencies; perform work assignments independently in the community; analyze needs of non-verbal residents and respond appropriately; conduct personal care skills, community and social skills, training programs following systems of least prompts, chaining and a variety of reinforcement schedules; de-escalate and manage aggressive persons; drive defensively; physically assist including lifting and transfers; use of wheelchair; be mobile in a two story building with stairs. Ability to meet the physical demands of the job including lifting a client who needs assistance and use of assistive devices. Staff should be able to support client as needed so that client may attain mobility goals. Incumbent must have the energy, stamina, and mobility to meet the community integration/domestic skills/personal care needs of client. Ability to work as a team player to deliver consistent client care

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION: Meadowcreek Center
2000 Michie Dr.
Charlottesville, Virginia 22901

POSITION ORGANIZATION CHART



GRADE: 8

SCHEDULE: Monday through Friday, 8:30 a.m. – 4:30 p.m; schedule may vary to include evening and weekend times based on the needs of the program

Position Description Updated: June 5, 2016

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, and abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date