

PATHWAYS FOR THE FUTURE
dba DisAbility Partners
Person First Services
Full- Time Non-Exempt
JOB DESCRIPTION

POSITION: Enrichment Guide

Pathways For The Future Inc. dba Disability Partners is dedicated to partnering with individuals and the community to enhance, advocate for and support personal choices, independent living and community inclusion.

JOB SUMMARY:

This position reports directly to the Coordinator for Person First Services and is responsible for:

- Supervising and assisting individuals in reaching their goals,
- Ensure that individuals are engaged
- Prepare for individual's arrival by setting up work areas, obtaining materials, etc.,
- Understand individual's behavior plan and be able to assess individual's needs and communicate to supervisor any identified needs that you are able to meet,
- Schedule and encourage individuals to participate in community activities,
- Assist individuals with personal hygiene needs as needed (e.g. assisting with toileting, diapering feeding, etc.),
- Maintain individuals' confidentiality at all times,
- Support individuals through their daily activities and ensure that such activities are performed in an effort to meet individual goals,
- Provide appropriate development materials for individuals and assist with the assessment of their progress,
- Complete routine paperwork daily (e.g. attendance, data sheets, time sheets, incidence reports as required, behavior log and any other documentation needed as required for person centered planning,
- Ask and seek help from coordinator when needed,

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree(GED) is required for this position,
- A minimum of 2 years of experience in working with individuals with developmental disabilities or related experience is preferred, but not required,
- Must possess good writing skills and the be able to clearly and accurately articulate goal planning and accomplishments in writing,
- Requires the ability to deal with people beyond giving and receiving instructions,

- Must be adaptable and flexible to performing under moderate levels of stress when confronted with an emergency,
- Must possess a valid NC Driver's License (required for community-based services) or a valid picture ID,
- Must provide proof of car insurance, if providing community-based services,

Physical Requirements:

Must be able to exert up to seventy-five pounds of force occasionally and/or frequently to life, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work; position requires walking, standing, reaching, stooping, etc. for long periods of time. Will lift no more than forty pounds independently.

JOB PERFORMANCE:

- Demonstrates initiative and skills in planning and organizing work.
- Demonstrates a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
- Completes work with accuracy and within program time frames.
- Requires minimal supervision and is self-directed.
- Recommends and/or supports changes to policies and procedures applicable to own job position
- Adheres to policies and procedures. Honors requests of management for interim rules.

COMMUNICATION SKILLS

- Demonstrates interpersonal understanding and utilizes effective communication skills.
- Considers effects of words and actions on others.
- Utilizes listening skills that indicate understanding and promotes accurate interpretation of others' concerns, motivations, and feelings.
- Works toward resolution of interpersonal conflicts as they arise.
- Follows appropriate phone etiquette.
- Develops cooperative and collaborative work efforts that generally benefit all involved parties.
- Demonstrates the initiative to meet the needs of the agency by assisting program staff and coworkers as time permits.

ORGANIZATIONAL AWARENESS AND COMMITMENT

- Demonstrates the ability to work toward project completion regardless of the time required to complete the task.
- Committed to community awareness of the organization.
- Committed to service to all of our consumers.

ADDITIONAL AND/OR PROGRAM SPECIFIC RESPONSIBILITY:

When providing CAP or Community based services, the employee will receive specific training as per the rules that govern the State of North Carolina. The employee will pass the core competences exam with 80% accuracy. The employee will have twice to pass the exam. The employee will maintain CPR and First Aid certification. These requirements will be the responsibility of the immediate supervisor to insure compliance within the specified time according to the rules that govern the State of North Carolina.

The Enrichment Guide job performance is assessed after three months of employment (probationary period) and subsequently within 14 days of the anniversary date. Assessment will be based on job specific performance standards, agency wide performance standards and the policies and procedures of Pathways For The Future.

Job Description Acknowledgement

I have read and understand the Job Description for Advocacy Coordinator and agree to fulfill the position's responsibilities to meet the defined standards as stated herein.

This organization is an equal opportunity provider and employer.

Employee Name (please print): _____

Employee:

Signature

Date

Associate Director

Signature

Date