



Easter Seals Blake Foundation

POSITION	Lead Support Staff – Supported Living
DIVISION	SAGE Community Services (AS)
JOB LOCATION	Tucson, AZ
STATUS	Full Time/Part Time

JOB SUMMARY:

The Supported Living Lead Support staff will be responsible to the Program Supervisor and will assist in implementing the Supported Living program and complying with State Licensing requirements

The Supported Living Program will operate year round on a seven day a week schedule. The Lead Support Staff at times may need to carry a pager and be required to work flexible hours. The position works with individuals in community based settings. The position reports directly to the Program Supervisor. The Lead Support Staff is responsible for the Supported Living Program in the event of the absence of the Program Supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assist in the development of a variety of community activities and experiences providing opportunities for adults to assume and maintain valued roles and relationships. Show innovation and insight in defining roles; develop community's ability to provide supports.

Assist in developing a sense of identity of self-worth, starting and maintaining friendships.

Support person served in the following skills: personal hygiene and dressing, eating, drinking, using the bathroom, cooking, money skills, physical exercise, care and upkeep of apartment and provide opportunities for making choices.

Comply with "Home and Community Based Services" (HCBS) guidelines.

Assist Program Supervisor in writing and implementing goals and objectives from the ISP.

Assist and monitor staff in the purchasing of food and plan nutritious meals taking into account individual needs. Purchase cleaning and other household supplies.

Assist in scheduling staff work hours and provide direct support, as scheduled.

Attend all necessary training within the time lines established at the time you were hired. Assist Program Supervisor in hiring, training, and orienting new staff, when necessary.

Attend staff meeting as necessary. Meet with the Program Supervisor on a regularly scheduled basis.

Write in "in-house" communication log after every shift worked. Maintain and monitor daily communication log between day program and Supported Living program.

Maintain good working relations with professionals, staff, families and persons served. Encourage and maintain active teamwork. Deal with problem solving in a professional, non-hostile manner. Offer options and solutions, and give feedback in a constructive manner.

Complete Article 7 facility work sheet once a month and turn in to Program Supervisor.

Ensure medical appointments are completed within established time frames and paperwork is turned in to Program Supervisor.

Keep individual file on each person up-to-date. Be sure to complete all assigned duties and paper work accurately. Maintain and turn in, on time, to the appropriate individual:

- time sheets
- progress reports
- personal funds and receipts
- attendance reports

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to consistently meet deadlines
- Ability to work with a variety of people.
- Ability to be flexible with work schedule.
- Ability to drive personal and company vehicles
- Ability to value the uniqueness of each individual

EXPERIENCE/EDUCATION/LICENSE REQUIREMENTS:

- Minimum of three (3) months experience working with individuals with developmental disabilities or equivalent training
- Must be age 21 or older to satisfy agency fleet vehicle insurance requirement
- High School Diploma or equivalent
- Valid Class 1 AZ Fingerprint Clearance Card or ability to obtain and maintain one
- Valid AZ Drivers License clean motor vehicle report and provide proof of current auto insurance and registration
- Reliable transportation

OTHER GENERAL REQUIREMENTS:

- Must be willing and able to perform carrying, lifting and personal care duties of individuals served
- Internal Applicants must have held their current position with ESBF for a least twelve (12) consecutive months, have a satisfactory performance record and have no disciplinary actions during the last twelve (12) consecutive months.
- Prior to applying, Internal applicants must notify their current Supervisor of their intent to apply for another job opening within ESBF for informational purposes.

- Display professional decorum at all times
 - Provide at least two (2) verifiable job references
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TO APPLY:

Email resume and cover letter to hr@blake.easterseals.com. In the Email Subject Header indicate the Position AND Location you are applying for.

Easter Seals Blake Foundation is an Equal Opportunity Employer

