



Easter Seals Blake Foundation

POSITION	Support Staff – Supported Living
DIVISION	SAGE Community Services (AS)
JOB LOCATION	Tucson
STATUS	Full-Time, Part-Time, Day Nights & Weekend Shifts Available

JOB SUMMARY:

The Supported Living Support Staff assists to support person(s) served in various aspects of life including personal hygiene, dressing, eating, drinking, toileting functions, cooking, money skills, physical exercise, care and upkeep of apartment and may involve assisting with transfers (carrying and lifting of adults).

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 the person that you are serving to develop a sense of identity, self worth and independence. Facilitate starting and maintaining friendships in the community.
- Support person(s) served in the following skills: personal hygiene, dressing, eating, drinking, toileting functions, cooking, money skills, physical exercise, care and upkeep of apartment. This may involve assisting with transfers, (carrying and lifting of adults.)
- Comply with "Interpretive Guidelines for Community Residential Settings" (licensing).
- Assist Program Supervisor in writing and implementing goals and objectives from the ISP. Write skill plans, document progress and review data on a monthly basis. Complete Monthly Objective Monitoring (MOM's) forms.
- Support person served in purchasing healthy foods and planning nutritious meals taking into account individual needs. Support persons served in purchase of cleaning and other household supplies. Keep receipts and turn into Administration office on a regular (weekly) basis.
- Keep individual file on each person up-to-date. Be sure to complete all assigned duties and paper work accurately and on time, when requested by supervisor.
- Attend all necessary training within the time lines established. Attend staff meetings as scheduled.
- 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. Problem solve in a professional, non-hostile manner.
- Ensure medical appointments are completed within established timeframes and paperwork is turned in to Program Supervisor.
- Maintain and turn in, on time, to the appropriate individual time sheets, progress reports, personal funds and receipts, attendance reports
- Any other duties as assigned

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

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