

Job Title: Support Services Specialist – Adult Day Program

Status: Full-time/ Non-exempt

Reports to: Program Manager

Hourly Pay: \$16.75- \$17.25 (up to 36 hrs. per week)

Job Objectives

A Support Services Specialist is a person who helps an individual with a disability to lead a self-directed life and contribute to the community, assists with activities of daily living if needed, and encourages attitudes and behaviors that enhance community inclusion. The Support Services Specialist will also assist with the company vehicles in routine safety and maintenance, i.e., take to get routine oil changes, tires rotated, etc. This work will be performed at the facility located in Loveland, CO and out in the community while adhering to all safety restrictions and guidelines.

Essential Duties and Responsibilities:

Daily Programming

- May require providing transportation to and from activities with a company vehicle
- A Support Services Specialist assists in the implementation of individual plans for individuals and behavioral plan goals
- Driving the company vehicle while transporting clients out into the community for activities
- Maintaining the company vehicles with registrations, vehicle maintenance, and safety protocols
- Assists individuals in the pursuit of recreational, social, and community activities based on their preferences and individual plans
- Assists in the creation of daily activity choices for the participants
- Assists and encourages individuals in the establishment of social networks
- Promotes participation and involvement in community outings
- A Support Services Specialist works all assigned schedules, including but not limited to, arriving, and departing on time, requesting time-off in advance, and notifying their supervisor of changes to their assigned work schedule
- Ensures everyone's rights are protected
- A Support Services Specialist treats all individuals with dignity and respect

Activities of Daily Living

- Reminds individuals to take their medication as assigned, or if QMAP certified, administrators
- Observes individuals for any changes in behavior or health that may have resulted from medication administration
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating

Documentation

- Documents all program data, including but not limited to individual plan data, behavior plan data, community integration logs, and assessments
- A Support Services Specialist ensures that all documentation is completed accurately and in a timely manner
- Completes communication logbooks during shift, Mon-Fri, 36 hrs. per week

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job

Training

- Completes and maintains all required State mandated trainings such as QMAP, CPR/1st Aid, Behavioral Principles and Strategies, and all State Developmental Disability Administration trainings within 90 days of employment
- Attends meetings and training sessions as required

Qualifications

- Minimum of 1 year experience working with individuals with developmental disabilities
- Excellent interpersonal skills and the ability to build relationships with all levels of people, including staff members and external partners
- Emotional maturity
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Must be comfortable and able to work with different technology tools i.e., computer and set-up and conduct Zoom calls
- A valid Colorado driver's license and reliable transportation required
- Must be able to pass all Colorado and Federal background checks and a clean driving record
- Ability and willingness to communicate effectively in written and verbal formats

Benefits Offered:

Our employees are our most valuable asset. That's why at Easterseals Colorado we are committed to a comprehensive employee benefit program that for employees working 30+ hours per week includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off

Physical Requirements of This Position:

Medium work. Exerting up to 50 pounds of force on a consistent basis, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Twisting, bending, and lifting will occur throughout the day as well as driving a company vehicle.

M/F/D/V/G EOE E-verify Employer