

JOB POSTING

Destroy Date 6/10/11

May 23, 2011

Please be advised of the following **FULL-TIME** position in the Residential Department. Please see the attached job description for a list of responsibilities.

POSITION: Community Support Assistant

POSITION IS TO: Provides one-to-one home support for a single residential participant. To include implementing daily programs, daily, weekly and monthly documentation. Must be med certified and have PMT.

HOURS: Full-Time / 40 hours / week / third shift
Tue – Sat / 10:00p.m. – 6:00a.m.

*Hours may change at any time to meet the needs of people served.

SALARY: Based on Experience.

If interested, please respond in writing to Peter Engelbrecht by June 10, 2011.

Peter Engelbrecht
Residential Director

MARC, Inc. is an EO/AA Employer

MARC, INC.
JOB DESCRIPTION

TITLE: COMMUNITY SUPPORT ASSISTANT

RESPONSIBLE TO: COMMUNITY SUPPORT COORDINATOR

SUPPORTS: PERSONS SERVED

BASIC FUNCTION:

To ensure that all persons served live in integrated, dignified and respectful residences and that services are provided in accordance with not only MARC, Inc.'s mission statement and philosophy but also with State and Federal mandated laws, policies and regulations.

SPECIFIC DUTIES:

- 1. Provides both staff and natural supports to and implements services for each person served.
- 2. Ensures each person served becomes involved in their community utilizing natural supports.
- 3. Support each person served in taking care of their home, finances, and proper nutrition, medical needs to the best of their ability.
- 4. Work with Community Support Coordinator on goals of people served.
- 5. Adheres to Personnel Policies and Procedures at all times.
- 6. Ensures residential settings according to the physical standards at all times.
- 7. Ensures that all persons served are accorded all their rights and responsibilities and are free from abuse or neglect.
- 8. Follows the Residential Policies and Procedures Manual at all times.
- 9. Ensures confidentiality and demonstrates positive attitude and behavior at all times so as to provide an appropriate role model for others.
- 10. Completes all agency and state required documentation in a timely, professional, and accurate manner.
- 11. Communicates to the Community Support Coordinator all persons served needs in a timely and appropriate manner.
- 12. Attends all applicable MARC training sessions, including CPR, First Aid, Medication Certification and PMT Training. All trainings must be completed within six months of hire date or termination will follow. All trainings must be kept current.
- 13. Transports persons served in either an agency vehicle or a personal vehicle whenever necessary.
- 14. Ensures cleanliness and proper maintenance of assigned vehicles reporting all needed repairs to the Community Support Coordinator.
- 15. Ensures that an accurate time sheet is turned in to the Community Support Coordinator no later than Friday of non-pay week for review. Corrections to be made within one week.
- 16. At no time are checks to be written out to cash or staff from person served accounts.
- 17. Performs other duties as designated by the Community Support Coordinator.

• Essential

- **RELATIONSHIPS:**

- A. Internal: Coordinates, consults, and interacts with the Community Support Coordinators, Residential Department staff, and other departments as necessary to accomplish specific duties.
 - B. Families and People Served: Advocates for, communicates with, and positively interacts with each member.
 - C. External: Coordinates and/or consults with and relates to community agencies, State officials and employees, civic organizations, and business leaders.
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- **SKILLS NEEDED:**

- A. Ability to drive, have and use a personal vehicle in order to transport employees and/or self.
 - B. Ability to obtain a public service license.
 - C. Ability to keep personal auto liability insurance.
 - D. Ability to understand and practice agency policies and State and Federal laws, policies and regulations.
 - E. Ability to analyze situations and develop creative solutions.
 - F. Ability to act quickly and remain calm in a crisis.
 - G. Ability to train and consult with employees and other individuals both internally and within the community.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to organize, be flexible, work alternative hours, keep a neat work area, and work independently.
 - J. Ability to obtain and ensure CPR, First Aid, PMT Training and Medication Administration Certification through the Department of Developmental Services within six months of hire date and throughout duration of employment at MARC and to keep all trainings current.
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- **EDUCATION**

Associate's Degree.

- **EXPERIENCE**

Two or more years in human services field required.

- **PHYSICAL EFFORT:**

Occasional lifting of nonambulatory people and carrying of such documents as manuals and files. Some sitting with frequent walking, standing, and driving.

- **EMOTIONAL EFFORT:**

Ability to meet frequent deadlines and handle stressful, hectic situations without loss of efficiency and composure.

- **Essential**

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