

GOMPERS

JOB DESCRIPTION

Job Title: In Home Provider
Department: In Home Services
Reports To: In Home Coordinator
FLSA Status: Non-exempt

OBJECTIVE

Provide direct support to people in their own homes and community settings in compliance with all regulations and policies related to Home and Community Based Services (HCBS).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as necessary.

1. Provide assistance to people receiving support.
2. Promote the rights to people receiving support and continue to an environment free of abuse, neglect, or exploitation.
3. Assist people as necessary with: daily living, hygiene, meals, mobility, community access, lifting/transferring, habilitation objectives, behavioral supports, medical and medication issues, supervision, and other needs as identified by the ISP team.
4. Provide support in specific areas as needed:
 - Attendant Care Provider: Provide support to people in their own homes in areas of daily living and hygiene.
 - Habilitation Provider: Provide support as listed above and also run the individual's specific habilitation objectives, allowing the client to choose appropriately. This includes keeping required documentation.
 - Respite: Duties as needed to relieve responsible party.
5. Follow all company and State policies and procedures including, but not limited to:
 - Reporting to work on time as scheduled.
 - Refraining from excessive absenteeism.
 - Work all hours as scheduled.
 - Obtaining prior approval for desired time off.
 - Maintain all records, logs, and other documentation as required by ISP, company rule and State policy and procedure.
 - Act as an appropriate role model.
 - Ensure that a clean and safe environment free from abuse, intimidation and harassment is maintained.

SUPERVISORY RESPONSIBILITIES

None

AUTHORITY

This person shall have the authority to complete the above responsibilities subject to the verbal and/or written approval of the In Home Coordinator.

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.

EDUCATION and/or EXPERIENCE

Experience & education in the field of developmental disabilities or related field preferred. Satisfactory background check. Must be at least 18 years of age. To transport members, must be 21 years of age.

LANGUAGE SKILLS

Bilingual and/or sign language a plus, but not required.

MATHEMATICAL SKILLS

Basic calculations.

REASONING ABILITY

Basic ability to apply training to daily situations.

CERTIFICATES, LICENSES, REGISTRATIONS

1. CPR, First Aid, and Article 9 Training. If providing Attendant care, Direct Care Worker (DCW) training is also required. If you do not hold these certifications, you may attend Gompers trainings.
2. A valid Arizona Drive License and a clear 39 month Arizona Motor Vehicle Report required if transporting members.
3. Fingerprint Clearance Card.

PHYSICAL DEMANDS

Physically assist people as needed including lifting and transferring. Walking, kneeling, standing, and bending in order to assist people with activities of daily living, hygiene, mobility and cleaning. Patience and the ability to exercise restraint and self-control in potentially challenging situations. Quickly must respond to health, safety, and emergency situations.

WORK ENVIRONMENT

The work environment characteristics referred to throughout this job description are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The potential from injuries are limited by implementation of appropriate Prevention and Support techniques, but risk still exists of being bitten, scratched, kicked or hit by clients. Changing of adult briefs and toileting is part of the job.

AGREEMENT

I have read the job description, discussed it with my supervisor and agree to perform the duties and responsibilities to the best of my ability.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date