

People Services, Inc.

Job Description

Position: 24-7 Support Specialist

Service Unit: Konocti Connections / Supported Living Services

Status: Part Time Position

Supervisor: Director of Konocti Connections / Supported Living Services

General Purpose:

Under the supervision of the Program Director, the primary focus of the 24-7 support specialist is:

- Provide support to the individuals in their homes and in the community by providing supervision, training, behavioral supports, and other supports deemed necessary by the consumer or the consumer's circle of support.
- Crisis Support/Awake overnights as needed.
- Ensuring the safety of the consumer.
- Support the consumer to live independently as possible.

Qualifications:

- High School Graduate or equivalent
- Experience working with people with developmental disabilities, or other related fields, is strongly preferred
- Fingerprint Clearance
- Negative Results to Drug Testing
- Adherence to Drug Testing Policy
- Valid California Drivers License
- Clean Driving Record
- CPR and First Aid Certification, or the ability to obtain certification
- Ability to obtain Pro Act Certification
- Reliable, Registered, and Insured Vehicle
- Ability to read and interpret documents, write specific correspondence, and to interpret written and verbal instructions
- Have a Flexible Schedule to the needs of the 24-7 schedule
- Ability to obtain and maintain IHSS certification

The 24/7 Support Specialist will uphold People Services, Inc. core values of Respect, Dignity and Empowerment in all interactions with consumers, team members, agency members, and the community.

Essential Job Duties:

Under the supervision of the Director the 24-7 Support Specialist will:

- Develop and maintain effective, consistent communication with the Program Director.
- Preparation and monitoring of IPP per assigned client. This includes training; coverage; daily/monthly data collection.
- Assist Consumer and ensure consumer safety in the home and community.
- Assist consumer in achieving personal, behavioral, or independent goals as identified in the Individual Support Service Plan.
- Assist with household duties such as cleaning, cooking, and maintain a household in accordance with the guidelines determined by the consumer, and consumer's circle of supports.
- Provide necessary support for the consumer to meet their personal needs.

- Maintain current First Aid and CPR certification.
- Maintain Pro Act Certification.
- Participate in all interdisciplinary team meetings, staff meetings, and other meetings as required.
- Address challenging behaviors proactively and respectfully.
- Focus first on the person served, and understand your role in direct support will require flexibility, creativity, and commitment.
- Learn and respect the values of the person served, and facilitate their expression of choices related to those values.
- Develop and maintain written documents, as requested.
- Make all decisions based on People Services, Inc./Konocti Connections, our mission/goals, policies, procedures and code of ethics.
- Maintain strict confidentiality for all consumers' information, and facility operations.
- Develop relationships with the person served that are respectful, based on mutual trust, and that maintains professional boundaries.
- Be respectful of consumers chosen lifestyle.
- Submission of all operational paperwork, timecard, mileage sheet, contact logs, etc. according to the KC submission calendar.
- Complete all other duties as assigned by Program Director.

Is there anything that would keep you from meeting the job duties as outlined?

Yes No

How may we accommodate you?

Signature

Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.