

## **People Services, Inc.**

### **Job Description**

**Position:** Lifestyles Facilitator

**Service Unit:** Konocti LifeStyles

**Status:** Full Time

**Reports to:** Program Director/Services Coordinator

#### **General Purpose:**

Under the supervision of the Program Director and/or Services Coordinator, the Lifestyles Facilitator is responsible for direct supervision of client/consumers throughout the community experience. The Lifestyle Facilitator is responsible for providing enhanced support and training to client/consumers who receive services from Konocti Lifestyles. Lifestyle Facilitators will provide behavioral supports, which is consistent with Person Centered Planning and Positive Behavioral Supports. The goal of enhanced support and training will be to assist client/consumers in achieving both their short and long-term goals. The Lifestyle Facilitator will assure that all training/support for client/consumers is of the highest quality and consistent with all applicable regulations and standards.

The Lifestyle Facilitator will also demonstrate positive, sensitive, professional relationships with all client/consumers and their significant others. Significant others include but are not limited to family, careproviders, friends, and any other professional or lay person within the client/consumers circle of influence:

#### **Qualifications:**

- One year relevant experience working with people with developmental Disabilities.
- High School Diploma
- Fingerprint Clearance
- Negative results to drug testing policy
- Adherence to drug testing policy
- Eligibility for Class B License (plus necessary insurance)
- CPR/First Aid Certification
- PROACT Certification
- Good organizational skills
- The ability to develop good written reports
- Good communication skills
- Works well as a team member
- Flexibility

#### **ESSENTIAL JOB DUTIES:**

- Establishes and maintains an effective working relationship with program participants, participant's families, careproviders, and other agency personnel.
- Consistent communications with Program Director and/or Service Coordinator.
- Preparation and monitoring of ISP per assigned client. This includes training; coverage; daily/monthly data collection.
- Has knowledge of relevant community resources and accesses services and resources appropriately for client/consumers.
- Responsible for managing consumer schedules, updates, weekly schedule as changes occur.
- Responsible for current service related documentation.
- Task analysis review and interpretation.
- Participation in all client/consumer related meetings as requested.

- Participation in all division related meetings and training's (i.e. staff meetings, inservices, etc.)
- Direct supervision of client/consumer as necessary.
- Maintain a safe environment conducive to growth and development.
- Assist in identifying community barriers and how they will be overcome.
- Assist in the development and revision of client/consumer training.
- Keep Program Director and/or Services Coordinator informed of client/consumer needs, desires, and progress, making recommendations as necessary.
- Provide basic supervision to client/consumers, observe and communicate health and well being issues to appropriate staff.
- Implement all training, support and behavior programs.
- Assist fragile ambulatory client/consumers as needed.
- Collect data on client/consumers objectives and write summaries as needed.
- Administer first aid to client/consumers as needed.
- Implement enhanced support/training that is consistent with Person Centered Planning.
- Provide assistance in personal care as needed (feeding, dressing, toileting, etc.)
- Good organizational skills - ability to set priorities, perform job duties in an orderly fashion and complete job duties with efficiency.
- Dependable - capable of being relied upon, responsible, trustworthy, and punctual.
- Judgment - by analyzing and comparing information or circumstances, consistently chooses course of action, which results in beneficial outcomes to program and program participants.
- Attitude - ability to demonstrate a mental disposition and overall outlook that is positive, open and supportive of others.
- Interpersonal relations - ability to relate well with others and establish positive working relations. Is a cooperative "team player".
- Communications - ability to achieve understanding and exchange of ideas through effective listening and clear timely communications, both verbally and in writing.
- Initiative - ability to "Self-Start" without close supervision, self-reliance, energy and resourcefulness.
- Philosophical commitment - demonstrates through words and actions, and understanding of, and commitment to, the organization's beliefs and goals; and advocates on behalf of persons served.
- Lifting - when you find yourself in situations where lifting is necessary be sure to lift with your legs and not your back. Be deliberate when you are bending/twisting etc. Protect your back and reduce the potential for injury. Safety First!
- Additional responsibilities as assigned.

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

( ) Yes ( ) No

How may we accommodate you?

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Signature

\_\_\_\_\_  
Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, sex, color, religion, age, 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.

Revised 06/30/2016  
Reviewed 08/10/2016

dc/jobdescriptions/lifestylefacilitator