

The Arc Greater Hudson Valley

POSITION DESCRIPTION

Program/Department: Day Program

Date Approved Click or tap to enter a date.

Position: DSPD

Approval Signature:

Reports to: Program Manager

Designation Exempt Nonexempt

Type FT PT Relief

Driver Nondriver

Salary Range:

Job Summary:

To advocate for developmentally disabled adults in a community work/learning environment.

Expectations:

Maintain positive work atmosphere by behaving and communicating in a manner that gets along with individual, collaterals, and staff.

Relate the Agency's mission statement and core values to daily responsibilities, interactions, and decision making.

Adhere to the Agency's Code of Conduct, Code of Ethics, Code of Professionalism, and Policies and Procedures.

Maintain valid licenses (including but not limited to driving, as applicable), certification, or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Responsibilities:

1. (Day Hab Provider is expected to focus on individual person's quality of life and to facilitate individuality, independence, inclusion and productivity.
2. To provide active programming throughout the day for all individual.
3. Provide on-going supervision of program individuals while in the Day Habilitation program.
4. Insure that individual rights, health and safety are safeguarded.
5. Provide active representation (verbal presentation) for the individual he/she serves through a written report to Interdisciplinary Team.
6. Maintain appropriate documentation of individual progress.
7. Respond to, report and document incidents and occurrences using approved format and procedures.
8. Maintain organization of the work environment and the materials/supplies in it.

9. Participate in on-going training and in-services to promote personal and professional growth.

10. Maintain current Medication certification and/or any required certifications.

Maintain valid licenses {including driving license, as applicable}, certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment. **This statement follows responsibilities**

Qualifications:

High School diploma or GED. One-year experience working with developmentally disabled individuals preferred. Proficiency in reading and writing in English.

Physical Requirements:

Ability to assist in lifting up to 50 lbs, transferring, or repositioning of individual as needed.

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

X

Signature

X

Print Name

X

Date