

The Arc Sullivan-Orange Counties, New York

POSITION DESCRIPTION

Prog./Dept.: Community Services and Inclusion (C.S.I.) **Date Approved:** 11/1/2020
Title: Relief CSI EVV Provider **Approval Signature:**
Reports to: Senior Coordinator C.S.I. **Designation:** Non-Exempt

PURPOSE OF POSITION:

The CSI EVV Provider does meaningful activities with people we support who reside in the community. These services take place in or out of the person we support’s home and is delivered on an individual basis. Typical service types are respite and community habilitation. The services are designed to provide oversight and guidance to people supported so they can partake in their community the fullest extent possible.

EXPECTATIONS:

Maintain positive work atmosphere by behaving and communicating in a manner that gets along with people we support, 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.

Use of the program’s software on their personal smart phone.

Assume responsibility for the care and wellbeing of the people we support in the absence of their family member or caregiver.

Act as a companion to the people we support(s), providing activities that are meaningful to the People we support.

Carry out assigned duties as requested by the program supervisor and or the parent/caregiver.

RESPONSIBILITIES:

1. Shall schedule service delivery times that meet the needs of the people we support and his/her family. Shall communicate with families changes as they arise.
2. Shall contemporaneously maintain accurate records regarding service delivery, utilizing the program software, such as dates, service delivery times, etc.
3. Shall submit records to supervisor as per program policy.

4. Shall maintain other records or summaries as required.
5. Responsible for monies allotted and records of same.
6. Develop and implement activities with their people supported. These activities need to be in accordance with the people's needs and desires.
7. Responsible for maintaining equipment/supplies as assigned.

QUALIFICATIONS:

High School Diploma/GED preferred, OMH and MR/DD experience is preferred.

Maintain valid licenses (including driving license, as applicable), certifications, or any other credentials that are required or necessary to carry out the responsibilities of the position upon and throughout employment.

DESIGNATION: __X__ Driver _____ Non-driver

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.

I have reviewed and understand the expectations and responsibilities as outlined above.

Signature: _____ Date: _____

10/2020