

JOB DESCRIPTION

Giant Steps Training Programs, Inc.

Job Title: Aide

Department: Community Integration

Reports To: Team Leader

Work Hours: 8:00am-4:00pm

JOB OBJECTIVE:

To support developmentally disabled individuals in their development of basic living and social skills with the primary goal of integrating them into the community to the best of their ability. This position will vary in degree of intensity based on the needs of the individuals. The job responsibilities also include protecting and affirming the rights of individuals while assisting them to achieve greater independence by creating an environment responsive to their needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Aides must be able to independently implement all aspects of each individual program plan as well as individually operate and complete all duties. Other duties may be assigned.

- 1) Maintain supervision of clients at all times.
- 2) Implement program curricula.
- 3) Assist Direct Support Professionals with delivering training and support services to assist each client served in obtaining his/her IPP objective(s) for which the program is responsible.
- 4) Provide input to the individual's Interdisciplinary Team meetings.
- 5) Develop and maintain a positive and effective relationship with clients, families, staff, administration, case management, and other service providers and assist in coordinating with any and all their needs concerning clients.
- 6) Use community resources such as public transportation and obtaining generic resources as part of training.
- 7) Assist with documenting the progress of each individual and the activities performed on an ongoing basis.
- 8) Must pass competency-based training in the areas of training, behavior intervention and other areas of in-service training.
- 9) Maintain a safe environment for the clients; prevent harm to clients, self, and others.
- 10) Report any safety concerns to management in a timely manner
- 11) Attend mandatory staff meetings.
- 12) Complete Daily Journals as needed and submit daily.
- 13) Complete Calendars as needed and submit on the 3rd Wednesday of each month.
- 14) Correspond to all e-mails, phone calls and voice messages within 24 hours.
- 15) Provide additional assistance to clients as needed.
- 16) Report any client or staff incidents.
- 17) Serve as a good role model for clients.
- 18) Be professional toward staff members, clients and visitors at all times.
- 19) Obey client's rights.
- 20) Must be capable of transferring individuals safely in and out of the vehicles, if necessary.
- 21) Other duties assigned by Team Leader.

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:

High School diploma, or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with clients.

SOCIAL SKILLS:

Ability to interact well with others in a professional manner. Must display basic desire to assist clients at all times. Ability to work as a team with other staff members.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform financial transactions for the purpose of money management.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in a variety of situations.

TECHNICAL SKILLS:

Ability to use a cell phone, internet, send emails and retrieve emails. Each trainer should have access to the internet for documentation and an active cell phone to receive business related phone calls.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid California drivers' license, and be insurable under the company's insurance policy. Driving records must be in satisfactory condition at all times with no more than 2 driving points on the record within any 12-month period. Must be able to obtain a Class B Driver's License within 90 days of employment. Must obtain and maintain certification in CPR and First Aid training and any others as assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk; drive, use hand to finger, handle or feel, and talk or hear. The employee frequently is required to stand, reach with hands and arms, and climb. The employee is occasionally to sit, stoop, kneel, and crouch. The employee must occasionally lift more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work setting will be in a community-based setting within the Greater Los Angeles area. No smoking allowed while on duty.

I acknowledge that I have read this job description, understand my position, and can perform the job duties with no accommodations.

Staff Signature

Date