

## **POSITION DESCRIPTION**

**CLASSIFICATION TITLE:** Care Provider II

**POSITION TITLE:** Developmental Disabilities Aide

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

This direct care (FLSA Non-Exempt) position is responsible for the provision of developmental and residential services under the direction of the Eastern Shore Community Services Board.

General responsibilities include:

- Providing direct care services and training in residential/non-residential settings;
- Assisting individuals in self advocacy;
- Completing position-related documentation; and
- Transporting individuals to and from service programs and/or community activities.

In carrying out position responsibilities the incumbent reports to and receives supervision from the Supervisor of the designated program or service. The incumbent is required to exercise sound judgment, demonstrate initiative, maintain confidentiality, implement well-organized services for the specified population, and sustain effective inter- and intra-agency working relationships.

### **MAJOR DUTIES:**

- Safeguard the health, safety, and civil rights of all individuals;
- Provide input for and implement skill building/training objectives outlined in Person Centered Plans (PCPs);
- As needed, assist individuals in performing their daily living skills and in meeting their personal care needs, to include assisting individuals with cleaning their rooms or apartments, meal planning and cooking, toileting, bathing, dressing, money management, social integration, employment and as applicable, transferring to and from a wheelchair;
- Complete required service-related documents, to include individual PCP outcomes, checklists, incident reports and written support notes;

- As directed, plan and support individuals desiring visits with families/friends;
- Transport ambulatory and non ambulatory individuals safely, obeying all traffic laws, securing seat belts and/or wheelchairs properly;
- Assist individuals with self-administration of medications and complete required documentation accurately;
- Implement behavior support techniques as directed;
- Be an appropriate role model at all times;
- Assist in the maintenance, cleanliness and safety of the assigned facility, to include cleaning as needed and completing safety and sanitation inspections as directed;
- Attend in-service training activities, conferences, seminars, etc. relative to position responsibilities;
- Attend meetings and trainings as requested; and
- Perform other job-related duties as directed by the Program Supervisor and/or Coordinator.

**QUALIFICATIONS:**

The incumbent should have position-related experience with the population served and/or experience providing direct care assistance with ADLs and possess the following knowledge, skills, and abilities.

**Knowledge of:** The DD population and related developmental disabilities; behavioral management principles; generally accepted safety procedures; procedures for medication self-administration; and oral and written communications.

**Skill (s) in:** Implementing ISPs; supporting service delivery programs; supporting individuals in performing ADLs and personal care needs; working effectively with persons with DD and related developmental disabilities including autism; supervision of medication self-administration; transporting populations served, and effective oral/written communications to include basic computer use.

**Ability (ies) to:** Implement ISPs; exercise sound judgment; problem solve and handle emergencies to include physically supporting fallen/incapacitated individuals; teach and support individuals to plan meals, cook, dress, toilet, bathe, manage a fixed income; promote social/employment activities; properly using manual/electronic hydraulic lifts to support individuals as needed; achieve a passing score on all required classroom/online trainings to include medication management and

wheelchair securement in agency vehicles; complete required documentation; transport ambulatory and non ambulatory individuals; sustain effective inter- and intra-agency working relationships; and maintain the dignity, respect and confidentiality of individuals served.

The incumbent must have a valid driver's license with satisfactory record.

**HIPAA Access Level:** 1=limited access to client information

**ORGANIZATION LOCATION:**

**EXECUTIVE DIRECTOR**

**DS PROGRAM DIRECTOR**

**COORDINATOR OF DEVELOPMENTAL SERVICES**

**RESIDENTIAL SERVICES COORDINATOR/DAY SUPPORT SUPERVISOR**

**LEAD INSTRUCTOR/RESIDENTIAL SERVICES SUPERVISOR**

**DEVELOPMENTAL DISABILITIES AIDE**

**SALARY AND/OR HOURLY RATE RANGE:** Classification Level II

**EFFECTIVE DATE:** August 1, 2017

**POSITION DESCRIPTION CONTENT:**

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**SIGNATURES:**

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Developmental Disabilities Aide Date

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DS Lead Instructor/DS Residential Supervisor Date

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Executive Director Date