Job Description Addendum

1. **24-hour emergency assistance**

**24-hour emergency assistance:** On-call counseling and problem solving and/or immediate response for assistance at a person's home due to a health or personal emergency.

Primary caregiver: Person principally responsible for the care and supervision of the person.

Duties:

* Provide on-call counseling and problem solving and/or immediate response for assistance at a person's home due to a health or personal emergency.
* Document calls into support plan and supporting documentation

REQUIREMENTS:

* • Availability to work Full time Monday – Friday 9am-5pm
* • A valid driver’s license and vehicle. Or willing to take public transportation
* • Updated immunization record, clear criminal background check is required upon hire
* • Able to work independently as well as part of a team.
* • Well-developed interpersonal skills.
* • Excellent organizational skills.
* • Effective problem-solving and conflict management skills.
* • Ability to work well within a changing environment.
* • A demonstrated appreciation for quality improvement processes.
* • Basic computer skills would be an asset
* • This is a physically demanding position and requires hand, arm and shoulder dexterity, sensory ability, lifting to a maximum of approximately fifty-five (55) pounds, walking, climbing stairs, standing, bending, reaching, and frequent movement.

**II. ADULT COMPANION SERVICES**

**Adult companion services:** Non-medical care, supervision and socialization provided to a person age 18 or older.

Adult companion services cover services that help a person work toward a therapeutic or community integration goal in his or her support plan.

Examples

The adult companion may:

* Attend a movie with the person to practice coping skills to manage his or her social anxiety
* Go with the person to a community event to reduce his or her social isolation
* Play a board game with the person to enhance his or her fine motor skills
* Provide verbal instructions or cues to the person to help him or her complete a task

Assist or supervise the person with tasks such as laundry, light housekeeping, meal preparation and shopping only while he or she helps the person work toward a therapeutic or community integration goal. For example, the companion may shop with the person to practice budgeting skills.

The companion cannot perform **transportation** as distinct services.

REQUIREMENTS:

• Availability to work Full time Monday – Friday 9am-5pm

• A valid driver’s license and vehicle. Or willing to take public transportation

• Updated immunization record, clear criminal background check is required upon hire

• Able to work independently as well as part of a team.

• Well-developed interpersonal skills.

• Excellent organizational skills.

• Effective problem-solving and conflict management skills.

• Ability to work well within a changing environment.

• A demonstrated appreciation for quality improvement processes.

• A current CPR and first aid certificate.

• Basic computer skills would be an asset

• This is a physically demanding position and requires hand, arm and shoulder dexterity, sensory ability, lifting to a maximum of approximately fifty-five (55) pounds, walking, climbing stairs, standing, bending, reaching, and frequent movement.

Under the AC program and EW, a provider also must ensure

each staff member who delivers adult companion services:

• Can manage emergency and/or crisis situations and report

them to the lead agency

• Can perform essential job functions as defined in the person’s support plan

• Can read, write and follow written and verbal instructions

• Can understand and maintain confidentiality and data privacy

• Can work under intermittent supervision

• Has experience/training in homemaking and/or caring for

people with cognitive, physical or other functional limitations

• Is in good physical and mental health.

An adult companion provider may require a person to pass a

job-related physical examination before he/she delivers

services.

**III. HOMEMAKER SERVICES**

**Homemaker**: Services that help a person manage general cleaning and household activities. There are three homemaker services:

1. *Homemaker/cleaning*

Homemaker/cleaning services include light housekeeping tasks. Homemaker/cleaning providers deliver home cleaning and laundry services.

1. *Homemaker/home management*

Homemaker/home management providers deliver home cleaning services and, while onsite, provide assistance with home management activities as needed. Home management activities may include assistance with:

 Arranging for transportation

 Laundry

 Meal preparation

 Shopping for food, clothing and household supplies

 Simple household repairs.

1. *Homemaker/assistance with activities of daily living (ADLs).*

Homemaker/assistance with ADLs providers deliver cleaning services and, while onsite, provide assistance with ADLs as needed. Assistance with ADLs includes assistance with the following:

 Ambulating

 Bathing

 Dressing

 Eating

 Grooming

 Toileting.

**IV. INDIVIDUAL COMMUNITY LIVING SUPPORT**

**Individual community living supports (ICLS):** Bundled service that includes six servicecategories. ICLS services offer assistance and support for older adults who need reminders, cues, intermittent/moderate supervision or physical assistance to remain in their own homes.

ICLS covers assistance and support for eligible people 65 years and older enrolled in Elderly Waiver (EW) or the Alternative Care (AC) program. It includes the following service categories:

1. *Active cognitive support*

This category includes services to support the person with cognitive challenges and issues that are important to them. Active cognitive supports are the only ICLS services a person can receive both in person and remotely.

**Examples**

Under this category, an ICLS provider can:

 Help problem-solve the person’s concerns related to daily living

 Provide assurance to the person

 Observe and redirect to address the person’s cognitive, orientation or other behavioral concerns

 Provide in-person and remote check-ins to identify problems and resolve concerns.

1. *Adaptive support service*

This category includes services to help the person adopt ways to meet their needs. The services encourage self-sufficiency and reduce reliance on human assistance.

**Examples**

Under this category, an ICLS provider can:

 Provide verbal, visual and/or touch guidance to help the person complete a task

 Develop and demonstrate cues or reminder tools (e.g., calendars, lists)

 Help the person understand assistive technology directions or instructions to maintain independence

 Practice strategies and similar support methods that promote continued self-sufficiency.

1. *Activities of daily living (ADLs)*

This category includes services to help the person with ADLs.

**Examples**

Under this category, an ICLS provider can:

 Provide reminders or cuing systems to complete ADLs

 Cue and/or provide intermittent physical assistance with dressing, grooming, eating, toileting, mobility, transferring and positioning

 Cue and/or provide continual supervision and physical assistance with bathing, as needed.

1. *Household management*

This category includes services to help the person manage their home.

**Examples**

Under this category, an ICLS provider can:

 Help with cleaning, meal planning/preparation and shopping for household and personal needs

 Help with budgeting and money management

 Help with communications (e.g., sorting mail, accessing email, placing phone calls, making appointments)

 Provide transportation when it is integral to ICLS household management goals and when community resources and/or informal supports are not available

1. *Health, safety and wellness*

This category includes services to help the person maintain their overall well-being.

**Examples**

Under this category, an ICLS provider can:

 Identify changes in the person’s health needs and notify the case manager and/or informal caregivers as needed

 Coordinate or implement changes to mitigate environmental risks in the home

 Provide reminders about and assistance with exercises and other health maintenance or improvement activities

 Provide medication assistance (e.g., reminders)

 Monitor the person’s health according to written instructions from a licensed health professional and report any significant changes as instructed

 Use medical equipment devices or adaptive technology according to written instructions from a licensed health professional.

1. *Community engagement*.

This category includes services to help the person have meaningful integration and participation in their community.

**Examples**

Under this category, an ICLS provider can:

 Help the person access activities, services and resources that facilitate meaningful community integration and participation

 Help the person develop and/or maintain their informal support system

 Provide transportation when it is integral to ICLS community engagement goals and community resources and/or when informal supports are not available.

**V. NIGHT SUPERVISION**

**Night supervision services**: Overnight assistance and supervision provided by an awake staff in a person’s own home.

Night supervision services include an awake staff in the person’s own home when the person needs assistance and supervision in at least one of the following areas:

 Carrying out the person’s positive support programming and transition plans

 Reinforcing skill development supports (e.g., individualized home supports)

 Assisting with activities of daily living (ADLs)

 Assisting with instrumental activities of daily living (IADLs).

A person cannot receive night supervision services for more than 12 hours in a 24-hour period.

REQUIREMENTS:

• Availability to work evenings 6:00 pm-9:00 am

• A valid driver’s license and vehicle. Or willing to take public transportation

• Updated immunization record, clear criminal background check is required upon hire

• Able to work independently as well as part of a team.

• Well-developed interpersonal skills.

• Excellent organizational skills.

• Effective problem-solving and conflict management skills.

• Ability to work well within a changing environment.

• A demonstrated appreciation for quality improvement processes.

• A current CPR and first aid certificate.

• Basic computer skills would be an asset

• This is a physically demanding position and requires hand, arm and shoulder dexterity, sensory ability, lifting to a maximum of approximately fifty-five (55) pounds, walking, climbing stairs, standing, bending, reaching, and frequent movement.

A person cannot receive night supervision services if the services duplicate other state plan or waiver services they already receive.

**VI. PERSONAL SUPPORT**

**Personal support**: Services provided in the person’s home or community to:

 Achieve his/her full potential

 Increase his/her independence

 Meet community inclusion goals that are important to and important for the person and based on an assessed need.

Covered services include supervision, support or assistance with:

 Activities of daily living (ADLs)

 Accessing community services

 Developing meaningful connections with community members

 Establishing new relationships and nurturing existing ones

 Participating in community activities of the person’s choosing.

Services provided one-on-one with the person outside of his/her home must be provided in integrated community settings that enable the person to interact with people with and without disabilities to the fullest extent possible.

REQUIREMENTS:

• Availability to work evenings 4:00 pm-9:00 pm and every other weekend

• A valid driver’s license and vehicle. Or willing to take public transportation

• Updated immunization record, clear criminal background check is required upon hire

• Able to work independently as well as part of a team.

• Well-developed interpersonal skills.

• Excellent organizational skills.

• Effective problem-solving and conflict management skills.

• Ability to work well within a changing environment.

• A demonstrated appreciation for quality improvement processes.

• A current CPR certificate.

• Basic computer skills would be an asset

• This is a physically demanding position and requires hand, arm and shoulder dexterity, sensory ability, lifting to a maximum of approximately fifty-five (55) pounds, walking, climbing stairs, standing, bending, reaching, and frequent movement.

**VII. RESPITE CARE SERVICES**

**Respite**: Short-term care services provided to a person when the person’s primary caregiver is absent or needs relief.

Respite provides the level of supervision and care that is necessary to ensure the person’s health and safety.

Duties: The In-Home Direct Support Professional - Respite Care (DSP) will provide support, training, and assistance to individuals in their own homes. The In-Home DSP assists clients with activities such as cooking, shopping, and leisure activities. They will also provide transportation, companionship and advocacy to work toward personal goals. Effectively implement programs according to client's needs including planning and thorough documentation of progress on outcomes.

The In-Home DSP is responsible to protect and promote the health, safety and well-being of each client. Qualifications: 18 years of age or older High School Diploma, G.E.D., or equivalent Demonstrated ability to clearly communicate, read, and write in English The ability to successfully pass a background check as determined by the Department of Human Services A valid Driver's License, reliable transportation with proof of auto insurance, and the ability to pass a Motor Vehicle Check A strong desire to provide "person-centered" care A passion for helping individuals feel happy, successful, and safe in their lives highly desired. Schedule/hours: Saturday 8:00 AM overnight in hotel through Sunday 6:00 PM Full care of a a fully mobile man, non-verbal, high-energy

**I HAVE READ AND UNDERSTAND THE ABOVE JOB DESCRIPTION. I HAVE HAD TIME TO ASK QUESTION. I UNDESTAND THE POSITION AND CAN FUNCTION IN THE AREAS OF ACCOUNTABILITY AND RESPONSIBILITIES:**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Alliance Senior Center INC. Representative**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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