



Cherish

2506 E. Beltline Hibbing, MN 55746 (218) 263-9000 www.cherished1.co

Cherish Independent Living Skills Coach and In Home Family Support Staff Job Description

NATURE OF WORK

This position requires competency in the provision of direct support service through skills and knowledge training, experience and education relevant to the disability of the person(s) being served and to meet the needs and additional requirements as written in the CSSP and CSSP addendum, or when otherwise required by the case manager or the federal waiver plan. Staff will ensure the health, safety and protection of rights of each person. Staff shall implement the responsibilities they are assigned.

This position requires a motivated, disciplined and self directed individual, skilled in problem solving and organization. It is a professional position coordinating consumer services, providing independent living skills training, advocacy services, and information and referral.

Positions in this job classification exercise considerable independence and report to and receive direction from their designated supervisor. This position is based in the consumer's home and the employee will be compensated for actual documented work completed for Cherish in accordance with the stipulations herein.

JOB FUNCTIONS

Duties may include, but are not limited to:

- Provide Skills Training to adults and youth with disabilities within the consumer's home and community.
- Provide Information and Referral to consumers, their family members and the community at large.
- Provide consumer advocacy as appropriate.
- Comply with performance evaluations completed by Cherish of the direct service staff person's ability to perform the job functions based on direct observation.
- Assist each consumer in learning activities associated with their personal goals. Writing and implementing the Consumer's Service and Support Plan focusing on individual choice in the following areas:
 - a. Meal planning, meal preparation, and shopping;
 - b. First aid skills, responding to emergencies, and symptoms of illness;
 - c. Money management;
 - d. Self-administration of prescription and nonprescription medication;
 - e. Use of telephone and other public utilities;
 - f. Development of social, recreational and transportation abilities;
 - g. Specific training plan concerning the development of more appropriate behaviors for consumers displaying inappropriate behaviors;
 - h. Personal appearance and hygiene;
 - i. Apartment or living environment maintenance;
 - j. Community resource identification and utilization;

- k. Rights and responsibilities of community living;
 - l. Socialization skills i.e. self-esteem, communication, goal setting, problem solving etc.
 - m. Sexuality;
 - n. Educational and employment options;
 - o. Self-advocacy;
 - p. Disability awareness; and
 - q. Other identified needs as determined by the consumer and/or responsible party and case manager.
- Participate in CHERISH team activities including, but not limited to, trainings and meetings.
 - Maintain records to include:
 1. Documentation of hours worked and activities accomplished during that time.
 2. Consumer progress notes and calendars.
 - Other
 1. Work independently;
 2. Maintain consumer confidentiality;
 3. Make ongoing contact with your supervisor to make sure the consumer and Cherish's needs are being met;
 4. Work flexible hours;
 5. Have access to reliable transportation;
 6. Know and adhere to the policies in the Cherish policy manual;
 7. Other duties as assigned.

DESIRED QUALIFICATIONS

A. Education and Experience

Minimum qualifications: to be able to implement the responsibilities assigned Cherish in each person's service plan. Competent through training, experience, and education to meet the person's needs and additional requirements as written in the service plan, or when otherwise required by the case manager or the federal waiver plan. Experience working with disability issues and the disabled population.

B. Knowledge, Abilities, and Skills

- a) Good problem solving skills;
- b) Knowledge of human disabilities and their characteristics;
- c) Knowledge of independent living skills training and facilitation;
- d) Knowledge of Independent living philosophy;
- e) Ability to work with diverse populations of people with disabilities in a professional manner;
- f) Knowledge of human services programs, practices and procedures;
- g) Ability to communicate effectively both orally and in writing;
- h) Demonstrate ability to use sound judgment in carrying out oral and written instructions;
- i) Ability to establish and maintain effective working relationships with consumers, other service providers and co-workers;
- j) Ability to monitor own schedule and workload, reliably working all paid hours, regularly communicating these to supervisor.

In compliance with the American with Disability Act the following represents the Physical Environmental Demands.

In all cases, reasonable accommodations will be considered upon request. This position requires the majority of the work day spent sitting, standing and walking. Weights of objects to be lifted, carried, pushed, or pulled rarely exceed 24 lbs. Simultaneous use of the hands, wrists, and fingers is sometimes required.

Movements such as climbing, stooping, crouching, twisting, bending, reaching, handling, fingering and feeling are sometimes required.

Audio, visual, and verbal functions are vital aspects to performing this position.

The majority of the work day is spent in the community and may require exposure to outdoor elements including dust, fumes, noise, and glare.

Transportation

TO TRANSPORT A PROGRAM PARTICIPANT STAFF MUST BE FORMALLY AUTHORIZED by Cherish. **This staff person must provide proof of valid driver's license and automobile insurance.** The staff automobile insurance is primary; however Cherish does carry additional insurance.

This position is subject to all requirements as referenced in the Cherish personnel policies and Minnesota Statutes Chapter 245D. Home and Community-based Services Standards.

This Information Is Available in Alternate Formats Upon Request. All policies may be found at www.cherished1.co, and in the Cherish office during business hours. Copies of Cherish Policy are available in accordance to Cherish Policy on "Availability of Written Policy and Procedure".

This hourly, part time position will be paid the rate established in the Cherish pay schedule. Hours will not exceed hours allotted in the CSSP without supervisory permission given prior to working the hours. Time cards and accompanying documentation will be submitted to the supervisor in accordance with the Cherish pay schedule.

This position offers optimal schedule flexibility allowing the staff person to accommodate the consumer's schedule.

My signature indicates that I understand all of written and published policies of Cherish, I have received orientation to the position and the individual needs of consumer(s) that I will serve. I understand the duties of this position, I meet the position requirements, and I am fully capable of following the consumer's Consumer Services and Support Plan and all Cherish policy and procedure.

Staff Signature

Date

Supervisor's Signature

Date