PARTNERSHIP SPECIALIST

JOB DESCRIPTION

1. Applicant must pass background check and to be offered a position and must maintain a conviction free record to remain a staff at CAPS.
2. Attend trainings and keep current First Aid certification and CPR.
3. Have a valid Driver’s License and in situations where individual are driving the individual receiving services in their personal car refer to the policy in employee manual for expectations.
4. See duties attachment for specific daily facility duties. See schedule for shift options.
5. Support individual receiving services in all the areas of their lives in order to initiate, develop and enhance each individual’s opportunity for interdependent integration into the community.
6. Recognize the inherent right of every individual to choose his or her own lifestyle. Assist the individual receiving services in exploring options available to them, along with the possible consequences, benefits, or risks involved with each option.
7. Understand and implement the concepts of individual receiving services available services. This includes but is not limited to :
8. Identify and advocate the needs and desires of the individual receiving services;
9. Develop supports that assist our individual receiving services to remain independent,
10. Identify symptoms of illness through observation without diagnoses,
11. Assistance in all activities of daily living,
12. Assist in medication and PRN medication by strictly following doctors’ orders only,
13. Help in implementing and reporting progress by using observation, effective communication, and the charting tools every shift. Complete and maintain all records as required.
14. Understanding and responding appropriately to individual receiving services’s medical, emotional, medication, and physical needs.
15. Maintaining a safe record, liability insurance and providing safe transportation. Smoking is not allowed in the vehicle that is transporting individual receiving services.
16. Maintain individual receiving services confidentiality.
17. Understand and empower individual receiving services to know their rights. Never deny rights to individual unless necessary to protect their immediate safety.
18. Safeguard individual receiving services’ funds, resources, and personal belongings.
19. Participate in all required trainings.
20. Communicate all emergencies or unusual incidents to Director as soon as emergency intervention has been initiated.
21. Maintain a good work record, be on time for work, and make advance arrangements for requesting time off from work. SEE THE REQUEST FORM
22. Plan to cook with the individual receiving services or with input from the individual receiving services. Be familiar with myplate.gov tool to ensure individual nutrition needs.
23. Maintain open communication with staff and individual receiving services. Engage in regular team meetings to ensure the client have the forum to express their needs.
24. Ensure the facility and home is clean and maintained to promote/ensure individual receiving services health and safety.
25. Always represent CAPS in a positive manner. Interact with other agencies in a professional manner.
26. Staff must understand and implement individual receiving services ISP’s and IPP’s.
27. Other duties as assigned.

We hire for heart and train for skill!

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Staff date

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Director date