



Phoenix Alternatives, Inc.

Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.

Title: **Autism Program Specialist / Instructor**

Supervisor: **Program Director/ Program Coordinator**

Position Purpose: To provide overall planning, direction and direct contact for assigned area in order to provide quality services to adults with autism spectrum disorders / developmental disabilities. Facilitate programs for each consumer's identified needs as specified in the ISP, under 245B, PAI policies and applicable regulations. Responsible for completion of service related paperwork and attending consumer meetings. To provide instruction and guidance to consumers in team-assessed areas of need. To assure community inclusion and provide personal care assistance to consumers. Responsible for training and supervision of staff. Function as a supervisor for Program Associates.

Essential job functions noted below. (*)

Job Responsibilities:

Administrative

- * Informs supervisor of consumer specific changes / information.
- * Regularly exercises discretion and independent judgment.
- * Implements policies and general business operations of Phoenix Alternatives.
- * Provides advice and counsel to Program Director on related topics to the overall operations of the program.
- * Displays organizational skills and good judgment ensuring the ability to work effectively and independent of direct supervision.
- * Tracks and provides data relating to program services to Program Director for county reports.
- * Identifies patterns in consumer incident reports / makes proactive recommendations to reduce incidents and promote safety.
- * Assures consumer program charts are accurate and in order per 245B / PAI standards.
- * Acts as an agency resource by providing advice and training related to area of expertise.
- * Manages, monitors and trains to time card system in conjunction with the Program Director as assigned.
- * Advises Program Director of needed equipment, supplies and repairs and makes cost effective purchases accordingly.

Case Management

- * Assures all consumer paperwork for area is accurately completed within designated time frame.
- * Assures consumer charts in assigned area are accurate and in order per 245B/P.A.I. standards.
- * Assures daily completion of consumer charting for assigned area.
- * Maintains a working knowledge of consumer's Individual Service Plans and ensures implementation of assigned directives through interrelated outcomes.
- * Reads, signs, follows and notifies case manager of needed Individual Service Plan changes.
- * Assures Risk Management Plans are developed in conjunction with residence, case manager and are signed by program staff
- * Maintains a working knowledge of consumer's Risk Management Plan.
- * Reads, signs, follows and makes revisions to Risk Management Plans.

Service Delivery

- * Assesses consumer needs as designated in the Individual Service Plan and by the team and in accordance with the requirements of 245B.
- * Assures assigned staff are trained and follow through on Risk Management Plans.
- * Updates records and staff on consumer specific changes / information as they occur.
- * Assures that outcome – based services are provided in response to the consumer’s identified needs with least restrictive intervention as specified in the Individual Service Plan and 245B
- * Develops and implements behavior guidelines and behavior support plans.
- * Improves services through incorporation of new methods.
- * Facilitates effective communication systems for consumers.
- * Develops and maintains a program environment/activities that are age appropriate and customized to the consumers needs.
- * Uses proactive approaches to meet the challenging needs of the consumers.
- * Models age appropriate and respectful communication when engaging consumers.
- * Develops and follows through on program format/active treatment plans both on site and in the community.
- * Facilitates and assures implementation of programs to increase consumer functional skills and/or work options.
- * Assures consumers maintain a neat and clean appearance.
- * Assists consumers with personal cares.
- * Follows up on requests made by team members.
- * Demonstrates professional written and verbal communications.

Job Related Proficiencies

- * Demonstrates knowledge of appropriate safety & emergency procedures.
- * Stretches prior to lifting and ensures subordinates follow stretching procedures.
- * Assures and uses proper transfer/lifting procedures and body mechanics.
- * Follows PAI medication passing policies and protocols.
- * Maintains current knowledge on all medications and procedures administered.
- * Maintains an atmosphere that is conducive to effective teamwork.
- * Promotes idea – sharing, relays information and provides training at meetings.
- * Demonstrates effective use of adaptive equipment.
- * Proactive in accident prevention and ensures PAI procedures are followed when reporting accidents or incidents.
- * Participates in the development and implementation of in-service trainings.

Area Management

- * Provide support and procure resources as necessary to maintain active programming for assigned area.
- * Acts as a resource for staff and provides support as necessary on procedures related to consumer service provision.
- * Assures a clean and hazard -free work environment.
- * Promotes efficient day to day operation of program area.
- * Works with team members to ensure adequate daily staffing.
- * Identifies potential problems and assures a timely resolution.
- * Plans ahead to ensure consumer needs are met.

- * Assures proper equipment use by following all procedures/protocols/guidelines.

- * Assures all equipment is kept in good working order
- * Assures consumer receipts and monies from purchases are turned in after each outing.
- * Provides support / direction to program staff in the development and implementation of behavior support plans and behavior programs.

Supervision

- * Effectively and timely provides performance evaluation, supervision, support, training and discipline as necessary for the staff assigned.
- * Addresses and corrects employee issues promptly, giving effective feedback.
- * Maintains accurate documentation and keeps supervisor informed of all employee issues and concerns.
- * Understands over all agency goals and promotes employee support through example and challenge.
- * Monitors employee attendance, time clock punches and PTO.
- * Assures timely completion of employee training and records.
- * Ensures employee injury restrictions are followed.
- * Communicates agency goals and promotes employee support

General

- * **Follows all P.A.I. Values, policies and procedures, licensing rules, related regulations and the Employee Handbook.**
- * **Follows designated work schedule.**
- * **Participates in continuing professional development (e.g., consultation, workshops, conferences) designed to further develop knowledge and skills.**
- * **Documents in-service training and turns in when requested.**
- * **Leads/participates in committees as requested.**
- * **Assumes additional responsibilities as requested, e.g. driving a PAI van.**
- * **Follows established data privacy laws relating to all consumer and employee information.**
- * **Meets the following physical requirements of the position (75-80 hour employees).**

Perform heavy lifting(between 50-80 lbs)	18-25% of the time
Perform light lifting (less than 50 lbs usually around 5 lbs)	18-25% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	12-16% of the time
Stand to assist consumers	18-22% of the time
Perform other duties such as sitting, occasional movement	25% of the time

The above physical requirements are averages. The actual physical activity may vary from day to day.

Qualifications and Conditions of Employment

- A. Desirable: Bachelors degree in Special Education/related teaching degree. Experience developing programs for and working with adults with autism spectrum disorders and a minimum of 3 years experience with Applied Behavior Analysis. Coursework or experience in using behavior modification and positive behavioral programming. Current knowledge of best practices in ASD programming/services. Supervisory experience. Proficiency in Microsoft Word.

- B. Minimum: Bachelors degree in related field and 1-2 years experience developing programs for and working with autism spectrum disorders. Current knowledge of best practices in ASD programming/ services. Supervisory experience. Proficiency in Microsoft Word. Must be 21 years of age or older.
- C. Must pass a DHS Background study and maintain clearance to provide direct contact services.
- D. Familiarity with Rule 245B licensing requirements.
- E. Need own vehicle, valid driver's license, current car insurance, and may need to meet P.A.I. motor vehicle record's standards to transport consumers.

Note: This job description is subject to change at the sole discretion of PAI.

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

Autism Specialist Signature

Date

"AN EQUAL OPPORTUNITY EMPLOYER"