



Phoenix Alternatives, Inc.

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

Title: Program Associate Level II

Supervisor: Designated Coordinator/Instructor / Team Leader

Position Purpose: To provide instruction and guidance to consumers in team-assessed areas of need. To work as a team member to provide quality active treatment to adults with developmental disabilities. Responsible for completion of consumer paperwork and attending consumer meetings. To develop and implement outcomes under the guidance of supervisor. To provide assistance to consumers with personal cares.

Essential job functions noted below. (*)

Job Responsibilities:

Case Management

- * Accurately completes all paperwork for assigned consumers within designated time frame.
- * Maintains assigned consumer charts per 245B / P.A.I. standards.
- * Completes daily charting for assigned consumers.
- * Maintains a working knowledge of consumer's Individual Service Plans.
- * Reads, signs, follows and notifies case manager of needed Individual Service Plan changes.
- * Maintains a working knowledge of consumer's Risk Management Plans.
- * Reads, signs, follows and makes revisions to Risk Management Plans.
- * Turns in consumer receipts and monies from purchase after each outing.
- * Keeps supervisor informed of consumer specific changes / information.

Service Delivery

- * Assesses consumer needs as designated in the Individual Service Plan and by the team.
- * Updates records and staff on consumer specific changes / information as they occur.
- * Develops outcome – based services, in conjunction with supervisor in response to the consumer's identified needs with least restrictive intervention as specified in the Individual Service Plan.
- * Develops, in conjunction with supervisor, and implements behavior guidelines and behavior programs.
- * Uses age appropriate and respectful communication when engaging consumers.
- * Follows through on program format/active treatment plans both on site and in the community.
- * Encourages consumers to increase functional skills and/or work options.
- * Provides input to supervisor regarding needed consumer therapies, makes referrals and follows up on recommendations / programs.
- * Assists consumers to maintain a neat and clean appearance.
- * Assists consumers with personal cares.
- * Demonstrates effective communication with consumers.
- * Follows up on requests made by team members.
- * Demonstrates professional written and verbal communications.

(next)

Job Related Proficiencies

- * Demonstrates knowledge of appropriate safety & emergency procedures at location.
- * Uses proper transfer/lifting procedures/body mechanics.
- * Follows P.A.I. medication passing policies and protocols.
- * Reads, signs and follows Risk Management Plans.
- * Reads, signs and follows Individual Service Plans.
- * Contributes ideas in room meetings.
- * Follows proper equipment use following procedures/guidelines.
- * Follows P.A.I.'s procedures for reporting any accidents or incidents.

General

- * Follows all P.A.I. values, policies and procedures, licensing rules, related regulations and the Employee Handbook.
- * Follows designated work schedule.
- * Assumes additional responsibilities as requested, e.g., driving a PAI van, bus attendant, job coach, home bound assistant.
- * Accepts and acts upon supervisory directions.
- * Supports supervisor's role.
- * Works independent of direct supervision.
- * Demonstrates flexibility, i.e., Willingly takes on new tasks, etc.
- * Documents in-service training and turns in when requested.
- * Follows data privacy laws and procedures 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 clients	18-22% of the time
Perform other duties such as sitting, occasional movement	25% of the time

Note: reaching and squatting are involved throughout each and every day.

64-74 hour employees:

Perform heavy lifting (between 50-80 lbs)	21-27% of the time
Perform light lifting (less than 50 lbs usually around 5 lbs)	16-27% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	15-22% of the time
Stand to assist clients	18-24% of the time
Perform other duties such as sitting, occasional movement	10-11% of the time

Note: reaching and squatting are involved throughout each and every day.

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

(next)

Qualifications and Conditions of Employment

- A. High school degree or G.E.D. and 18 years of age or older.
- B. Must pass a DHS Background study and maintain clearance to provide direct contact services.
- C. Vehicle access, valid driver's license, valid car insurance.
- D. Requirements when essential to drive a PAI vehicle: valid driver's license, meet PAI motor vehicle record standards (for insurance coverage) and permit driving record checks as needed, and be 21 years of age or older.
- E. Demonstrate effective oral and written communication skills.
- F. Desired: Two or Four year degree in Special Education or related degree.
 - At least one year case management experience in a 245B setting.
 - One year experience working with persons with developmental disabilities in a DT&H, similar residential program, or comparable experience.
 - Proficiency in Microsoft Word and Excel.

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.

Program Associate II

Date

"AN EQUAL OPPORTUNITY EMPLOYER"