



# Phoenix Alternatives, Inc.

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

**Title: Program Associate**

**Supervisor: Instructor / Team Leader / Designated Coordinator**

**Position Purpose:** To provide assistance to consumers in meeting their outcomes and personal care needs. To work as a team member to provide quality active treatment to adults with developmental disabilities. To provide assistance in the overall operation of the program area.

Essential Functions noted below (\*)

## **Job Responsibilities:**

### **Service Delivery**

- \* Encourages consumer independence in daily living skills.
- \* Implements therapy programs.
- \* Presents new ideas for active treatment.
- \* Implements behavior programs and behavioral guidelines.
- \* Follows daily schedule/lesson plans / individual program plans.
- \* Provides input and helps develop community connections/social relationships.
- \* Engages consumers in active treatment both on site and in the community.
- \* Assists consumers in maintaining a neat and clean appearance.
- \* Assists consumers with personal cares.
- \* Demonstrates effective communication with consumers.
- \* Follows up on requests made by team members.
- \* Respects and maintains consumer privacy.
- \* Identifies potential consumer-related problems and takes corrective action.
- \* Demonstrates professional written and verbal communication with team members.

### **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. 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 the designated work schedule.
- \* Assumes additional responsibilities as requested, e.g., driving a PAI van, bus attendant, job coach, homebound assistant.
- \* Accepts and acts upon supervisory directions.

**(next)**

- \* Supports supervisor's role.
- \* Demonstrates flexibility, i.e., Willingly takes on new tasks.
- \* Documents in-service training and turns in when requested.
- \* Follows 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 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.

### Qualifications and Conditions of Employment

- Pass DHS Background study & maintain clearance to provide direct contact services.
- High school degree or G.E.D. and be 18 years of age or older.
- Demonstrate effective oral and written communication skills.
- Requirements when essential to drive own vehicle: vehicle access, valid driver's license, valid car insurance.
- Requirements when essential to drive a PAI van: 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.

*Desired: At least one year of work experience with persons with developmental disabilities in a 245B DT&H program, similar residential setting, or comparable experience.*

**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

---

Date

"AN EQUAL OPPORTUNITY EMPLOYER"