



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., bus attendant, job coach, home bound 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"