

POSITION: Community Living Assistant

ORGANIZATION: Hopewell Center

STATUS: Part-time

WORK SCHEDULE:

DIVISION: Residential Services

FLSA STATUS: Non-Exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Provides support on an as needed basis to clients in all activities of daily living;
Insures safe living environment for clients in their own homes;
Provides instruction and training on safety procedures and healthful living conditions;
Provides training to assist clients to meet goals and objectives in various areas of daily living;
Completes a variety of required paperwork;
Accompany clients on varied community outings; Operates motor vehicle to transport clients;
Responds to client needs for emergency assistance on a 24 hour basis in absence of Support Living Coordinator;
Attends meetings and prescribed training programs;
Performs related duties as assigned.

REQUIREMENTS:

Must possess a high school diploma or the equivalence;
Must obtain CPR and basic first aid certification.
Knowledge of standard procedures, practices and rules of Hopewell Center and the Supported Living Program;
Basic knowledge of medication administration and documentation;
Knowledge of behavioral management techniques;
Knowledge of basic budgeting and ability to perform arithmetic calculations;
Ability to complete required paperwork;
Knowledge of social service agencies and community resources;
Ability to effectively communicate;
Ability to follow verbal or written instructions;
Ability to follow personnel policies and rules of the organization;
Ability to respond to clients needs for emergency assistance on 24 hour basis;

LICENSE/CERTIFICATION NEEDED:

Ability to satisfactorily complete all necessary in-service training, and ability to obtain CPR, basic first aid certification, and medication administration;
Possession of a valid Driver's License and a demonstrated safe driving record.