

Posted 4/29/2021

POSITION: QIDP-D

ORGANIZATION: Hopewell Center

STATUS: Part-time Full-time

WORK SCHEDULE:

DIVISION: Supported Living

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 daily living skills assistance to clients;
Reviews program plans; assistance to assure clients achieve established goals and objectives;
Insures safe living environment for clients;
Performs home inspections;
Completes a variety of required paperwork;
Provides training to assists clients to meet goals and objectives in various areas;
Assists clients with and/or completes applications for a variety of social service programs and other benefits;
Prepares and submits service notes regarding client progress toward established goals and objectives;
Maintains communication with clients to provide assistance or support, may respond to client calls 24 hours a day;
Operates a motor vehicle to transport clients;
Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

REQUIREMENTS:

Incumbent must possess a high school diploma or the equivalence;
Must obtain CPR and basic first aid certification.
Knowledge of educational needs of developmentally disabled adults;
Knowledge of standard procedures, practices, rules and regulations of the Center and Supported Living Program.
Knowledge of Individual Program Plans (IPPs);
Knowledge of basic budgeting and financial skills;
Ability to maintain records of client activities;
Knowledge of social service agencies and community resources;
Ability to effectively communicate;
Ability to follow all personnel policies and rules of the organization, with ability to maintain confidentiality;
Ability to respond to client needs, on a 24-hour basis.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and a demonstrated safe driving record.