

Green Valley Association  
Home Support Professional  
Job Description

**SUPERVISED BY:** Home Support Manager

**GENERAL JOB PURPOSE**

- To provide care, supervision, and support to individuals with developmental disabilities.
- To ensure a safe, healthy, secure, and pleasant environment that promotes the growth and development of individuals with developmental disabilities.
- To support individuals with developmental disabilities in their growth towards greater independence and self determination.
- To support individuals with developmental disabilities in becoming included members of their community.
- To participate as team members in development and implementation of person centered plans and to document progress towards the goals identified in the plans.

**QUALIFICATIONS**

- Shall be at least 18 years of age.
- Shall possess a high school diploma or a General Equivalency Diploma; documented proof is required.
- Shall possess a valid Maine driver's license and an acceptable motor vehicle record for GVA's insurance purposes.
- Shall pass a pre-employment screening including, but not limited to, reference checks, criminal record checks, driving record checks, child protective checks, and adult protective checks.
- Experience working with people with developmental disabilities preferred.
- Direct Support Professional certification preferred.
- Certified Residential Medication Aide preferred.
- Shall have good communication skills, both written and oral, and shall have good reading comprehension skills.
- Ability to work independently as well as part of a team.
- Must have a phone where he or she can be reached.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Shall be able to sit, stand, bend/stoop, walk, climb stairs, push and pull objects, and lift or carry at least 45 pounds. Sitting, standing, bending/stooping, and walking may be required for extended periods of time.
- Shall be able to implement physical interventions with people supported when necessary and required.
- Shall have adequate vision and hearing in order to carry out essential job functions.

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- Shall be able to read and write.
- This position may involve exposure to infectious diseases, which may include but is not limited to, HIV and Hepatitis B.
- Shall be able to safely operate a vehicle.
- Shall be able to work in areas which may be hot, cold, and damp as well as areas that may noisy, odorous, and at times poorly lighted. Shall be able to work both indoors and outdoors.

## **RESPONSIBILITIES**

### **RIGHTS AND ADVOCACY DUTIES**

- Understand the rights of people supported by GVA.
- Teach and assist people supported in understanding their rights.
- Advocate for the rights of persons supported.
- Report all instances that may be a rights violation of a person supported. Such reporting shall be done in accordance with GVA policy and procedure on Rights and Basic Protections.
- Advocate for the needs of people supported.
- Teach, support, and encourage self advocacy of people supported.
- Encourage and support each person served to speak for themselves, whenever possible, rather than speaking for them or about them.
- Understands and implements GVA policy and Maine Statute on confidentiality of information in regards to people supported

### **ABUSE, NEGLECT, AND EXPLOITATION DUTIES**

- Understand the definitions of abuse, neglect, and exploitation.
- Report all instances the may be abuse, neglect, or exploitation of a person supported. Such reporting shall be done in accordance with GVA policy and procedure on Abuse, Neglect, and Exploitation.
- Take action, when imminent harm or danger is present, to prevent or stop abuse, neglect, or exploitation of a person supported by GVA.

### **MEDICAL AND MEDICATION ADMINISTRATION DUTIES**

- Adhere to GVA policy and procedure on Medication Administration.
- Administer the correction medication to the right person, at the right time, in the right dosage using the right route.
- Observe and work with persons supported to identify signs and symptoms of adverse reactions to medications.
- Accurately and completely document the administration of medications, observations regarding adverse medication reactions, and the transcription of medication orders.
- Monitor people supported by GVA for signs and symptoms of illness or disease. Document and report any such signs or symptoms to the supervisor.

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- Prepares medications for discharges and completes discharge forms when necessary.
- Effectively manage medical and first aid emergencies.
- Assist people supported in making medical appointments. This may include scheduling appointments for them when necessary.
- Professionally represent GVA at medical appointments of people supported. Provide factual and objective information to medical professionals.
- Review all orders that may be received at a medical appointment of a person supported before leaving the appointment. Ask for clarification or additional information from the medical provider when necessary.
- Accurately and effectively communicate information from medical appointments of people supported to the guardian, supervisor, and other staff working at the home of the person supported.

### **PERSONAL CARE DUTIES**

- Teach daily living skills to people supported by GVA. When necessary, assist them in their activities of daily living including, but not limited to, personal hygiene and grooming, bathing, toileting, dressing, and female hygiene care.
- Ensure dignity and privacy, as much as possible, when monitoring and assisting people in their activities of daily living.

### **PERSON CENTERED PLANNING DUTIES**

- Assist and teach each person served to identify his or her needs, desires, and goals for the future; assist and teach each person served to communicate these things to the rest of the Person Centered Planning Team.
- Actively participate in planning team meetings of people supported when directed to attend meetings by the supervisor.
- Read and accurately and consistently implement person centered plans, behavior plans, training programs, and other PCP related plans; seek clarification from the supervisor or other management personnel when questions arise in regards to plans or programs.
- Accurately, objectively, and completely document the implementation of plans and training programs including, but not limited to, daily progress notes, program checklists, program data sheets, regular logs, and special logs.
- Provide feedback to the supervisor in regards to effectiveness of plans and programs and progress or regression of the person supported; make recommendations to the supervisor for changes to plans and programs.
- Make recommendations to the supervisor for new or additional training needs of people supported.

### **COMMUNITY INCLUSION AND RELATIONSHIP DUTIES**

- Assist and encourage people supported to develop natural supports in their community.
- Assist and encourage people supported in choosing community activities.

- Accompany people supported in the community, when necessary, as they participate in community activities including, but not limited to, social, recreational, religious, and civic activities.
- Assist and encourage people supported to maintain contact with family and friends.
- When necessary, accompany people supported to visit family and friends.

#### **HOUSEKEEPING SUPPORT DUTIES**

- Teach and assist people supported to prepare meals, serve meals, and clean up after meals. The level of support necessary to complete these tasks will vary depending upon consumer skills, ability level, and cooperativeness.
- Teach and assist people supported to clean the home they live in. The level of support necessary to complete these tasks will vary depending upon consumer skills, ability level, and cooperativeness.
- Teach and assist people supported to plan healthy and nutritional menus, shop for food, and other household items. The level of support necessary to complete these tasks will vary depending upon consumer skills, ability level, and cooperativeness.
- Teach and assist people supported in doing their laundry. The level of support necessary to complete these tasks will vary depending upon consumer skills, ability level, and cooperativeness.
- Report to the Home Support Manager any need for housekeeping supplies and/or food.
- Teach and assist people supported to perform light maintenance duties such as taking out the trash and recyclables, keeping entrances and exits free of ice, debris, and snow, watering plants and flowers, and raking/yard clean up. The level of support necessary to complete these tasks will vary depending upon consumer skills, ability level, and cooperativeness.
- Immediately report unsafe conditions to the supervisor or administrator; report all other maintenance items to the supervisor.
- Completes housekeeping logs and checklists.

#### **MEETINGS, TRAINING, AND COMMITTEE DUTIES**

- Attend and participate in staff meetings; if excused from a staff meeting by the supervisor, the Home Support Professional is responsible for receiving and reviewing staff meeting information from the supervisor.
- Attend required trainings upon hire and periodically thereafter; if excused from the training by the supervisor, the Home Support Professional shall make up the training at the next scheduled date for the training missed.
- Must maintain all certifications required by GVA and/or licensing regulations as follows: Mandt, CPR, First Aid, Certified Residential Medication Aide (CRMA or Med Course), and Direct Support Professional.
- Attend and participate in committee meetings as requested by the supervisor.

#### **TRANSPORTATION DUTIES**

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- Transport people supported by GVA to meet their daily needs, including but not limited to, day programs, work sites, community activities, family visits, and medical appointments. This may include transporting in weather conditions that may be less than favorable.
- Adhere to motor vehicle laws when transporting people supported by GVA, and operate vehicles in a safe manner at all times.
- Adhere to GVA policies in regards to transportation, vehicle operation, and vehicle safety.
- Provide proof of vehicle liability insurance when transporting people supported in the Home Support Professional's own personal vehicle. Use of personal vehicle to transport people supported is not required but may be requested by GVA or offered by Home Support Professional when a company owned vehicle is not available.
- Report vehicle maintenance and repair needs to the supervisor; report unsafe vehicle conditions immediately to the supervisor; take vehicles to appointments for repairs and maintenance as necessary.
- Complete basic vehicle inspection checklist on a periodic basis or before use on long trips.

#### **ADMINISTRATIVE AND OTHER DUTIES**

- Assists the Home Support Manager in filling shifts due to work absences of staff and does so following GVA procedure. Makes phone calls to staff on the relief list and completes relief/call-in forms.
- When necessary, answers the phone, directs caller to appropriate person, and takes phone messages.
- Demonstrates knowledge of and adheres to all GVA policies and procedures; when necessary, seeks clarification and direction from the supervisor in regards implementing GVA policies and procedures.
- Demonstrates knowledge of and adheres to all licensing regulations; when necessary, seeks clarification and direction from the supervisor in regards compliance with licensing regulations; immediately reports non-compliance with licensing regulations to the supervisor.
- When responsible for the personal spending money of a person supported, safeguard such funds and provide a complete and accurate accounting of the use of such funds including receipts.
- Adhere to GVA policy in regards to the purchasing of goods and services including, but not limited to, the use of purchase orders, securing receipts for purchases, and the use of and accounting for petty cash.

#### **WORK SCHEDULES**

Work schedules for the Home Support Professional vary throughout the organization and in accordance with the needs of people supported and operational demands. Regularly scheduled Home Support Professionals hold a position with regularly scheduled hours in

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a particular program or worksite. Relief Home Support Professionals do not have a position with any regular scheduled hours but are scheduled to fill in for the absences of regularly scheduled employees and for additional staffing needs as necessary.

**ACKNOWLEDGEMENT**

I understand that the above functions and standards for this position are not intended as an all inclusive listing of the job's responsibilities and that other duties may be assigned. I have read and understand the functions and standards for this position as indicated above and agree to carry them out to the best of my ability.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Printed)