

Reports to: Life Skills Coordinator/Skills Enrichment Supervisor Department: Rehabilitation

Classification: Non-Exempt

Date: 10/24/2016

Approved:



JOB SUMMARY:

Directed and supervised by the Life Skills Coordinator or the Skills Enrichment Supervisor, the Life Skills Assistant is responsible for providing individual services throughout the county including Supportive Home Cares, Community-Based Prevocational, and other work and skill building services, working 1:1 with referred clients.

ESSENTIAL FUNCTIONS:

1. Responsible for ensuring Life Skills services are completed with exemplary quality and that all requirements set forth in clients' service plans are met.
2. Maintains required documentation including Case Notes, Medication Logs, etc.
3. Maintains open communication with guardians, families, and clients. Attends service reviews as needed.
4. Reports all incidents as required by their supervisor and/or VARC, Inc. Provides follow-up to incidents to help determine root cause and develops preventative measures to eliminate repeated occurrences.
5. May provide continual 1:1 service provision to one or more clients on a regular basis.
6. Assists clients in Supportive Home Care services, including performing personal cares, meal preparation, medication assistance, general housekeeping, light outdoor maintenance duties, and recreational activities as determined by their Individual Service Plan.
7. Assists clients in Community-Based Prevocational services, including attending business tours, conducting employment skills classes, developing and attending volunteer opportunities, and other work-related activities as determined by their ISP.
8. Provides transportation for assigned clients to meetings, appointments, and other activities as determined by their Individual Service Plan.
9. Maintains a neat, orderly work and service area.
10. Accepts other duties as assigned.

QUALIFICATIONS:

Experience working with individuals with varying abilities. Strong oral and written communication skills. Strong leadership and supervisory skills and ability to work with a diverse population. Proficient in the use of Microsoft Office Suite and general knowledge of computers.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it.

Employee Signature Date

Supervisor Signature Date