

ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD
POSITION DESCRIPTION

POSITION TITLE: Day Program Specialist (DPS)
FULL TIME POSITION: Adult Day Program

GENERAL PURPOSE OF THE JOB:

Under general supervision of the Day Program Specialist Supervisor, the DPS provides direct care training, related tasks for persons served, and promote an organization that supports and listens to consumers personal needs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides emotionally responsible caregiving.
2. Provides support based upon personal outcomes.
3. Designated to work with specific consumers with increased needs.
4. Model companionship and treats those served with dignity, respect, and equality.
5. Implements active treatment based upon plan of service, schedules, assessments, or other documentation in a group setting and in some instances face-to-face at all times pending consumer's needs, behaviors and/or supervision level.
6. Maintains health, safety, and accountability of person served at all times.
7. Assist program participant with daily living, work, socialization and other related training areas.
8. Assists or trains program participant with lunch/meal preparation as needed or directed in various settings.
9. Participates in lunch duty rotation to assist and monitor participants.
10. Maintain scheduled programming designated for the group as outlined unless there is prior approval by a supervisor to adjust.
11. Transports program participants by vehicle or other means to community/worksite locations as directed.
12. Participates in providing morning and afternoon transportation rotation schedule an average of two days per week, unless agreed upon with the supervisor.
13. Assists passenger with loading and unloading as needed or directed in the mornings and afternoons.
14. Participates in plan development as needed or directed.
15. Prepares training material and training environment as needed to implement training objectives.
16. Assist in behavioral management training as needed.
17. Assist person served with personal hygiene needs as may be required.
18. Maintains compliance with Board policy and procedures.
19. Maintains appropriate documentation as directed.
20. Assists or performs facility maintenance tasks as directed.
21. Responsible for maintaining a neat and clean work/service environment which includes office and other common areas utilized by staff and participants during service period.
22. Other duties as assigned by the supervisor.

SKILLS AND ABILITIES:

- High School Diploma or GED.
- Valid SC driver license with good driving record.
- Ability to interact effectively with others.
- Good initiative, motivation, organization skills, written and verbal communication skills.
- Ability to relate effectively with persons served and their families.
- Ability to work under supervision.

Physical abilities required include: Physical abilities required include: climbing, balancing, repetitive motion, stooping, bending, standing, walking, running, lifting, grasping, hearing, visual acuity, speaking, writing, pushing, pulling, crouching, crawling, reading, kneeling, reaching, turning, noise tolerance, tolerance and subjection to extreme temperatures, infection. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and Board regulation.

COMPENSATION – Hourly, non-exempt from over time.

SUPERVISORY RELATIONSHIP - Reports to Day Program Specialist Supervisor.

ALL EMPLOYEES ARE EMPLOYEES AT-WILL AND ARE FREE TO LEAVE THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL. AS A CORRESPONDING RIGHT, THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD HAS THE SAME RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL.

Human Resources

Date

Employee Signature