

**ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD**  
**POSITION DESCRIPTION**

**POSITION TITLE: Day Program Enclave Worker (DPEW)**

**FULL TIME POSITION: Adult Day Program**

**GENERAL PURPOSE OF THE JOB:**

Under general supervision of the Procurement/Enclave Supervisor, the DPEW will provide direct training and related tasks for persons served. The DPEW will ensure the consumers have the appropriate skills and assistance needed complete job related or job training tasks.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist with the implementation of active treatment based upon Employment Services Plan of Service (enclave) or Career Preparation Plan of Service (216 enclave), schedules, assessment or other documentation as needed by ADP programmers.
2. Assist program participants with daily vocational training, socialization and other related areas.
3. Assists or trains program participants with lunch/meal preparation as needed or directed.
4. Transports program participants to community locations as directed.
5. Assists passengers with loading and unloading as needed or directed.
6. Participates in Employment Services Plan of Service (enclave) or Career Preparation Plan of Service (216 enclave) as needed or directed.
7. Responsible for the production and quality of contracted work.
8. Assist in behavioral management training as needed.
9. Assist persons served with personal hygiene needs as may be required.
10. Assist or performs facility maintenance tasks as directed.
11. Assists with vehicle maintenance, scheduling and inspection as directed.
12. Manages inventory controls.
13. Provides and maintains required records, reporting, or related documentation as necessary or directed.
14. Maintains health, safety, and accountability for persons served at all times.
15. Maintains compliance with Board policy and procedures.
16. May be required to assist or perform training as directed or as needed by the persons served.
17. 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.
18. 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.
- Background with business or industry production operations
- Good mathematical skills
- Strong organizational skills, good initiative and motivation.
- 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 Procurement/Enclave 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.**

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Employee Signature

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Date

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Human Resource Signature