

SESDAC, INC.
JOB DESCRIPTION

TITLE: Community Supports Instructor (CSI)

Supervision and Work Environment

SUPERVISOR: Community Supports Supervisor of component

WORK ENVIRONMENT: 90% direct support of individuals and 10% complete written documentation

Mission of SESDAC, Inc.

To assist people with disabilities to live, work and socialize in their communities.

Values

At SESDAC, Inc., we believe in a world of dignity, opportunity and community inclusion for all people. We are a recognized organization for quality of life for persons with developmental disabilities, many of whom have multiple disabilities including mental illness. It is the philosophy of SESDAC, Inc. that people served by SESDAC, Inc. are first and foremost people with abilities. We believe that all people are capable of full participation in their community of choice when provided services and or supports appropriate to their needs. It is the goal of SESDAC, Inc. to encourage each person served to fully exercise his or her personal preference and power each day, and as direct support professionals, to ensure that people with developmental disabilities lead lives of dignity and quality.

Qualifications

- ◆ A High school diploma or GED; and one year of work experience or two semesters of successful college education.
- ◆ A valid driver's license.
- ◆ A safe driving record that makes you insurable.
- ◆ Must be able to pass a pre-employment drug screening.
- ◆ Must pass a criminal background check.
- ◆ Must be able to maintain a safe environment for up to 8-10 people. This includes, but is not limited to, the physical ability to evacuate people during disaster drills and emergency situations.
- ◆ Must be able to physically assist people with personal hygiene and transfers as required.

Responsibilities

1. Your first responsibility is to support people to achieve personal outcomes that characterize a high quality of life. In order to do so, you will be expected to:
 - ◆ Listen carefully and communicate respectfully and clearly with the people you support.
 - ◆ Support people to choose, understand and learn new skills.
 - ◆ Understand, follow through and document support plans.

- ◆ Support people with daily living activities as written.
 - ◆ Facilitate activities that provide people with exposure, experience and education.
 - ◆ Maintain confidentiality and support privacy at all times.
 - ◆ Demonstrate fairness.
 - ◆ Support people to exercise their rights in all areas of their lives.
2. You will be expected to assist people to have the best possible health through:
- ◆ Understanding and following supports for the management of mental illness.
 - ◆ Administering medications accurately and reliably.
 - ◆ Monitoring medical conditions thoroughly and consistently.
 - ◆ Making sure people you support are free from abuse, neglect and exploitation.
 - ◆ Reporting all witnessed incidents of abuse, neglect and exploitation.
 - ◆ Following agency policy and reporting procedures.
3. You will be expected to safeguard the people you support by:
- ◆ Following their financial supports.
 - ◆ Being a safe and conscientious driver.
 - ◆ Understanding and being skilled at supporting people to eat according to their supports.
 - ◆ Knowing the proper techniques and being able to respond to emergencies such as accidents, fires, tornadoes or other crisis situations.
4. You will be expected to be part of the SESDAC, Inc. team by:
- ◆ Understanding and following through with agency systems.
 - ◆ Communicating positively and clearly with your supervisor and co-workers.
 - ◆ Following agency policy of dress code.
 - ◆ Meeting established timelines.
 - ◆ Attending staff meetings as scheduled.

Many of the people we support at SESDAC, Inc. require support twenty-four hours per day, seven days per week, every day of the year. While the agency promotes flexible scheduling to meet staff needs, each employee must be willing to assume a reasonable share of work time on holidays and weekends and to work assigned shifts when there is a need for more coverage. In addition, SESDAC, Inc. policy requires staff members who want time off to provide reasonable notice of the absence and to take responsibility for finding coverage for the work schedule they will miss. In case of illness or emergency leave, your supervisor will support you to find coverage for your absence.

I have read and understand the position description as written. I also understand that this position may be changed from time to time.

Signature of Applicant

Date