

SESDAC, INC.
JOB DESCRIPTION

TITLE: Primary Community Supports Instructor (PCSI)

Supervision and Work Environment

SUPERVISOR: Community Supports Supervisor of component

WORK ENVIRONMENT: 70% direct support of clients and 30% paperwork for caseload

Job Summary

Fosters the development of the client's support plan based on Quality of Life Essentials through planning, organizing and coordinating activities in the client's life.

Qualifications

- ◆ Three (3) years college education and/or employment experience.
- ◆ Work scheduled hours and be flexible and willing to complete a variety of tasks as determined.
- ◆ Written and oral communication skills.
- ◆ Valid driver's license
- ◆ Safe driving record - must be insurable.
- ◆ Working knowledge in the use of computers.

Duties and Responsibilities

Provide Client Supports and Services

- ◆ Must be able to provide and participate in opportunities for inclusion through education, training, advocacy, social interactions, behavioral supports and planned activities.
- ◆ Practice effective self time management and work ethic including attendance, punctuality and timeliness.
- ◆ Must be able to be certified in all agency training within reasonable accommodations.
- ◆ Must be able to administer medications by completing required medical training and practicums
- ◆ Supports an environment in which best practices are promoted.
- ◆ Must be able to maintain a safe environment within a 1:10 ratio – included but not limited to – evacuate for disaster drills and emergency situations, PBS and ability to body position and physically assist with personal care.

- ◆ Supports and contributes to an overall environment of trust, sharing and growth through client driven services.
- ◆ Participates with team members and all staff members in the implementation and continued evaluation of the support plan's effectiveness.
- ◆ Assist clients in maintaining financial responsibility through balancing their checkbook, paying monthly bills on time and budgeting.
- ◆ Presents self and organization in a positive and professional manner.
- ◆ Will work agency observed Holidays as assigned.

Complete or attend training, in-service education and meetings.

- ◆ Attend and complete new employee training within required time limits.
- ◆ Attend in-service training as directed.
- ◆ Attend staff meetings as required.

Conduct related duties as assigned.

Other Expectations

Relationships with every client, staff member and other members of the community are based on maintaining respect and dignity of the person.

SESDAC, Inc. clients require support twenty-four hours per day, seven days per week, every day of the year. While the agency promotes flexible scheduling to meet these needs, each employee must be willing to assume a reasonable share of work time on holidays and weekends. SESDAC, Inc. does not maintain a staff to provide coverage when assigned staff members are sick or otherwise absent. Agency policy requires staff members who want time off to provide reasonable notice of the absence and to assist in finding coverage for the work schedule they will miss.

SESDAC, INC.

MISSION STATEMENT

The mission of SESDAC, Inc. is to assist people with disabilities to live, work and socialize in their communities.

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

Date

Signature