

SUPPORT STAFF JOB DESCRIPTION

The Arc Knox County is always recruiting for Support Staff. A Support Staff person is responsible for implementing specific training programs designed to meet the needs of the individual residents in the residential program.

General responsibilities include but are not limited to the following:

1. Provide the maximum level of supervision at all times to each individual served, according to their Individual Support Plan.
2. Implement resident training programs (Implementation Strategies/Outcomes) for each assigned resident.
3. Maintain records and documentation as required by the Residential Assistant and Residential Services Director (including, but not limited to: Implementation Strategy Data Sheets, Behavioral Data Sheets, Daily Log Notes, Diet Sheets).
4. Plan and provide input into the activities (educational and recreational) that are designed for the residents, including specific outings requested by the individual residents.
5. Document the distribution of all medications given to the clients. This includes: prescribed medication, non-prescription over-the-counter medications, PRN medications (as circumstances may require), and monitoring medication reactions.
6. Provide transportation for all the residents to their daily activities or appointments.
7. Assist with Sunshine Leisure Services activities as requested by the Residential Services Director and/or the Leisure Services Director. Responsibilities include promoting the goals of the leisure program such as independence, decision making, problem solving interpersonal relationships, etc.
8. Assist with the preparation of meals and the cleaning of the home (including debris/trash on the outside grounds).
9. Provide instruction and any necessary assistance to the residents in basic living areas such as hygiene, toileting, bathing, cooking, cleaning, laundry and social/recreational/leisure skills.
10. Ensure efficient communication regarding resident needs/concerns among team members, Team Leader, Residential Coordinator and Residential Services Director.

He/she is directly responsible to the Residential Services Director. He/she will be expected to fulfill any responsible request for service which is within the stated purpose of the KCARC. He/she will be bound by the regulations that are stated in the KCARC policy manual, any subsequent regulations, which become part of the KCARC policy, and the staff handbook.

Education Requirements: A high school diploma or GED with a minimum of at least (1) year previous work-related experience with developmentally disabled in a related field is preferred. This requirement can be waived or modified to allow the highest qualified individual to be hired for this position.

Position Requirements: Complete certification classes for Medication Administration for Unlicensed Personnel. Complete all required DIDS training (CPR, First Aid, Title VI, Universal Precautions, CDS support training) in a timely manner. Maintain certifications and complete refresher training annually. Must be at least 21 years of age, have a valid Tennessee driver's license and be insurable by the agency insurance company.

Physical Requirements: The position involves sitting, standing, bending and walking for long periods of time throughout the day. The position also requires the ability to lift up to 30 lbs. frequently on a daily basis.