

SUBSTITUTE ADULT SERVICES WORKER (NON-VOCATIONAL: CREATIVE OPPORTUNITIES & RECREATION)

Classification: Unclassified Civil Service, Overtime Eligible

Requirements: High School Diploma or GED. Adult Service Certification.
Must have good oral and written communication skills.
Have a valid driver's license and good driving record.
Expected to work as scheduled.

Physical Requirements: Must be able to stretch, reach, bend over, push and pull loads. Must be physically capable to lift, carry, and move clients, equipment, and supplies in a safe manner, according to in-service training.

Supervisor: Director of Non-Vocational and Children Services, although scheduling may be coordinated by the Activity Center Coordinator and/or Recreation Specialist

Schedule: Employee is on-call to meet the needs of the Creative Opportunities (C.O.) and Recreation Programs. Work may be intermittent; maximum of 25 hours worked per week.

Notice: Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

75% Provide primary supervision for a number of individuals in a variety of settings, including but not limited to, the Activity Center and a variety of Community Outings. Provide support to individuals in specified skill areas based on Individual Plan (IP) objectives. Engage individuals in meaningful activities designed to stimulate individuals mentally and physically. Assist individuals in preparing meals and snacks. Provide personal assistance to individuals based on individual need, including Personal Hygiene. Administer medication and delegated nursing tasks as authorized and trained. Provide transportation, or support during transportation for individuals, as needed.

Maintain a safe and healthful work site. Maintain cleanliness of work area as needed. When necessary, utilize protective equipment and decontamination techniques.

15% Take data and prepare reports for individuals including, but not limited to, daily documentation (CareTracker service tracking and attendance), Learning Logs, Communication Charts, activity logs, baselines, behavior plans, delegated nursing, annual Individual Plans(IP), incident and accident reports. Participate in developing and implementing IP's, including Outcome Statements and Action Plans in coordination with the interdisciplinary team.

5% Participate in In-Service and other training sessions.

5% Perform other duties as required.

Employee Signature

Date