

TRI-VALLEY DEVELOPMENTAL SERVICES, INC
Job Description

JOB TITLE: Day Services Specialist (DSS)

EXEMPT: No SHIFT: As Assigned
DIVISION: OPERATIONS (EAST/WEST)
SUPERVISOR: Assistant Director of Day Services/Work Services Coordinator
PREPARED BY: Lea Chickadonz
APPROVED BY: Tim Cunningham
DATE: 8/11/13 Revised: 9/17/17

SUMMARY: Assists, instructs, and guides persons with developmental disabilities in day services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works cooperatively with all other staff in developing, maintaining knowledge of and carrying out each assigned individual's person-centered action plan (including personal-hygiene responsibilities).

Supervise, instruct and guide workers in work skill development and work habits.

Instruct, observe, monitor, guide, and document progress of clients in learning work and other life skills as defined in the individual's person-centered plan.

May supervise, instruct and guide clients in the use of adaptive technology devices, i.e., Alpha-Talkers/communication devices, jigs.

Observes worker and ensures work is performed according to prescribed methods and meets established quality standards of customer.

Explains and demonstrates methods and procedures for performing tasks or to resolve work related problems or difficulties.

Monitors and administers medications and other therapies as prescribed and authorized by physicians.

Provides transportation for individuals served. Safely use lifts or other approved devices to transfer clients.

Prepares and maintains work files, production records, time sheets and other regular data systems of each assigned person.

Keeps accurate and current mileage logs.

Reports routine maintenance as needed.

Ensures clients are actively “engaged”.

Makes recommendations for job and life enhancement and adaptive devices that may be required.

Attends person-centered plan meetings as required.

Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Incorporated to public.

Attends and participates in Agency Inservices and Staff meetings as required.

When supporting individuals with significant challenging behaviors, staff will also:

- Assist with the supervision at lunch and break times.
- Assist with cleaning of the program areas at the end of each day.
- Maintain materials, supplies and equipment needed for training purposes.
- Communicate any program concerns to the program coordinator.
- Actively engage persons served in meaningful activities and training opportunities.
- Individualize services and supports to provide the maximum benefit possible to each person served.

QUALIFICATION REQUIREMENTS:

High School Diploma or equivalent. Six months work experience with intellectually and developmentally disabled adults in a vocational training program preferred. Must obtain and maintain a valid Kansas Commercial Driver’s License (CDL), a CDL medical examination, current CPR and multi-media First Aid certificate, and Medication Administration Certification. Driving record must be acceptable to Tri-Valley’s insurance carrier.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with persons with developmental disabilities, parents and guardians, co-workers, management personnel, and the public. Good professional judgment; honesty and integrity required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to evacuate individuals served in the event of an emergency and be able to intervene in the event of a physical conflict.

While performing the duties of this job, the employee is regularly required to use hands for fine and gross motor skills, talk and hear. The employee is required to stand, walk, sit and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and taste and smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment may vary depending on the specific activity applicable. Some activities may be conducted outside. The noise level in the work environment can range from moderate to noisy. While performing the duties of this job, the employee occasionally works near moving mechanical parts.

Formal application, rating of education and experience; oral interviews and reference checks; job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between Tri-Valley Developmental Services (TVDS) and employee and is subject to change by TVDS as the needs of TVDS and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date