



# Community Supports, Inc.

## Support Provider Job Description

### **General Duties:**

- ❖ To provide direct services to persons accessing the supported living program or Medicaid waiver services in accordance with supported living philosophy and the Individual Service Plan.
- ❖ Responsible to: Program Coordinator

### **Specific Duties:**

- ❖ Provide direct services in accordance with the ISP and written procedures for each person served. Access program specialist services to ensure that the teaching methods are appropriate.
- ❖ Complete all necessary documentation per guidelines of the Medicaid waiver programs and/or company policies.
- ❖ Monitor health and safety issues of persons in the household, reporting any signs or symptoms of illness to the appropriate source. Accompany individual to doctor's appointments as necessary.
- ❖ Report any signs of abuse or neglect immediately to your supervisor.
- ❖ Assist the person in the home to administer and document the administration of medications and treatments according to physician orders.
- ❖ Maintain driving eligibility per company policies and provide transportation services as needed.
- ❖ Monitor dietary needs of person in the household and follow the guidelines indicated by the doctor or dietician.
- ❖ Assist the person in the home to maintain a clean and safe household.
- ❖ Maintain a professional and positive manner at all times. Maintain driving eligibility per company policies and provide transportation services as needed.
- ❖ Participate in scheduled training as required.
- ❖ Participate in Quality Assurance Reviews for the Supported Living program as well as the Quality Assurance reviews for persons accessing the Medicaid waiver programs.
- ❖ Other duties as assigned by your supervisor.

### **Essential Knowledge, Abilities and Skills:**

- ❖ Knowledge of supported living philosophy and behavior management techniques is preferred.
- ❖ Ability to work with developmentally disabled and/or physically disabled individuals.
- ❖ Qualifications:
- ❖ Experience working with persons with developmental disabilities or physical disabilities is preferred.
- ❖ High School diploma or equivalent.
- ❖ Valid Ohio driver's license, good driving record, and proof of full liability coverage.