

## **JOB DESCRIPTION**

### **The Farmer's House**

1110 Branch Street  
Platte City, MO 64079

## **Community Integration and Employment Training Specialists**

**SUMMARY:** The Community Integration and Employment Training Specialist provides support in all areas of daily living including, but not limited to personal care assistance and teaching; community integration and socialization; exploration and development of employable skills, personal interests and personal safety.

**BASIC FUNCTIONS AND GENERAL RESPONSIBILITIES** include the following:

### **COMMUNITY MEMBERSHIP**

1. Supports participants in arranging and carrying out activities in the community.
2. Facilitates friendships and professional connections within the community.

### **SELF DETERMINATION**

3. Gives support on an individual basis to participants in making informed choices, growing in self-esteem and personal dignity, achieving community integration and participation, and acquiring skills for employment and/or service.
4. Supports participants in achieving goals of the Person Centered Plan (PCP) and increase knowledge and experience in a variety of vocations. This includes conscientious and sufficient documentation each day and assurance that the individual has the opportunity to achieve the goals included.

### **HUMAN RIGHTS**

5. Respects and advocates for the capabilities, dignity and rights of each participant. Reports any infringement on human rights to the supervisor immediately.
6. Is knowledgeable about the rights of people who participate in a program for people with developmental disabilities.

### **BASIC NEEDS**

7. Ensures the health and welfare of participants through teaching and support in taking care of personal care needs, spiritual and emotional needs, socialization, and other areas as needed.
8. Contributes to an environment emphasizing person-centered activity.
9. Keeps detergents, chemicals, medications, and other potentially harmful materials out of participants' reach unless the individual has demonstrated safe handling skills.
10. Fulfills requirements of certification, OSHA and ADA.

**SPECIFIC DUTIES** include the following:

1. At the beginning of each day check on the progress and special situations of each individual through staff and participant communication and observation. Be aware of programming and activity needs and preferences for each individual person we support.
2. Promote person-centered activities and community integration/membership.
3. Promote positive self-expression in daily communication and interaction with the persons supported and with staff.
4. Assist individuals in making informed choices.
5. Support each individual in achieving increased independence in daily living and job preparation skills by doing things with them instead of for them.

6. Support each individual in achieving their goals in the PCP. Document and chart all pertinent information in an accurate and timely fashion. Assure that each individual has ample opportunity to achieve the goals in their PCP.
7. Contribute to a comfortable, safe and clean environment by keeping areas organized and free of clutter and taking any laundry and trash to appropriate locations at the end of the day.
8. Report incidents as required. Incident reports are to be written before the end of the day and passed on to a supervisor or designated area.
9. Document pertinent health related information and notify the appropriate parties.
10. Clean and disinfect bathrooms and kitchens on a routine basis and as needed.
11. Know and observe guidelines for drills and emergencies.
12. Assist with staffing coverage for support of individuals as requested and/or needed.
13. All forms of abuse, neglect, and exploitation are unacceptable. Report any observation or suspicion of these to the Director of Programs.
14. Obtain tuberculosis tests.
15. Safeguard confidentiality and civil rights of persons supported and co-workers. The guideline within the agency is, "Does this person need to know?" The guideline outside of the agency is, "Has the guardian and/or individual provided a release of information to share information with this person or agency?"
16. Keep current certification in all areas required by Farmer's House and Medicaid Waiver.
17. Become familiar with all guidelines in The Farmer's House Personnel Policies.
18. Follow the guidelines of OSHA Universal Precautions in handling soiled laundry, cleaning, personal care, and first aid. Wear gloves as required. Observe correct operating procedures and safety precautions in use of chemicals and equipment.
19. Any other tasks which may be assigned.

#### PHYSICAL EXPECTATIONS

This position requires extended periods of walking and standing with some periods of sitting – depending on the needs and activities of the individuals supported. It may require light to heavy lifting and occasional stooping, kneeling, bending, and/or climbing stairs again depending on the needs of the individual supported. The position requires working indoors and outdoors in a variety of seasonal conditions; heat, cold, snow, rain, etc. The position will require occasional physical intervention if confronted by a person displaying combative or potentially dangerous behavior. Driving an agency vehicle or personal vehicle is a part of community integration and employment training for the individuals we support.

#### WORKING CONDITIONS

Office/home environment with noises from those we support, appliances, and telephones. Natural environmental conditions in a farm, market, and commercial kitchen setting. May be exposed to bloodborne pathogens and/or infectious diseases. Community outings to parks, stores, businesses, schools, etc.

#### SKILL DEVELOPMENT TOWARD NEXT SUPPORT LEVEL

1. Demonstrate the ability and willingness to learn and use positive interactions.
2. Consistently encourage individuals to do things for themselves, giving assistance only when needed.
3. Consistently support individuals in attaining their PCP goals.
4. Demonstrate dedication and responsibility by maintaining a good attendance record.
5. May require employee to obtain Class E Missouri Driver's License and Level I Medication Administration certification.

#### QUALIFICATIONS

1. Must pass and maintain certification in First Aid, CPR., Abuse and Neglect, Confidentiality and any other training required by the Director of Programs.
2. Must demonstrate the ability to write clear, accurate incident reports and logs in a timely manner.
3. Must have completed requirements for a high school diploma or GED and provide a sealed copy to be kept in permanent employee file.
4. Must be at least 18 years of age.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Equal Opportunity Employer

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee's \_\_\_\_\_ Date \_\_\_\_\_

Explained By: \_\_\_\_\_ Date: \_\_\_\_\_