

STEPPING STONES CENTER JOB DESCRIPTION

Position: Adult Program Aide

Immediate Supervisor: ADHP Coordinator Type of position: Full Time

Work Site: Stepping Stones/Camp Allyn Hours per week: 37.5

Assist Coordinator in the performance of his/her duties. May be provided in a residential or community setting.

AREA	SPECIFIC JOB DUTIES
Service Coordination	<ul style="list-style-type: none"> • Assist Coordinator in providing and/or assigning appropriate staff the physical care of program participants, including but not limited to: <ol style="list-style-type: none"> 1. Personal care (toileting and dressing) 2. Adult daily living skills (grooming, lunch training, cleaning, etc.) 3. Exercise/positioning 4. Safety and Independence • Assist Coordinator in maintaining full staffing • Assist Coordinator in providing direct supervision and development of program staff and volunteers • Conduct individual or small group instruction in accordance with daily program plans <ol style="list-style-type: none"> 1. Instruct group according to Coordinator's instructions and in accordance with the daily program plans and general schedule 2. Inform Coordinator of problems/concerns 3. Solve problems with Coordinator & their Supervisor 4. Maintain age appropriateness • Assist Coordinator in attending team meetings for participants in creation of individual goals • Coordinate the development of daily program plans and facilitate implementation of goals with Coordinator; review and evaluate effectiveness • Assist Coordinator in maintaining records as follows: <ol style="list-style-type: none"> 1. Incident/Accident reports as needed 2. Attendance 3. Individual goals 4. Data collection for outcomes

Supervision

- Assist Coordinator in supervision of program assistants and completion of annual performance reviews
- Assist Coordinator in maintaining and ensuring completion of all staff development requirements including MRDD education requirements
- In absence of Coordinator, take on job responsibilities of Coordinator as stated in job description

Training

- Attend all inservice training sessions as required
- Assume responsibility for professional development and program innovations
- Maintain current CPR & First Aid certifications
- Training in universal precautions and abuse recognition and prevention required

Other

- Maintain confidentiality of information regarding clients of Stepping Stones, parent conferences and staffing
- Carry out other instructions which are consistent with the general responsibilities of the position
- Comply with all Stepping Stones policies and procedures

Qualifications

- High School Diploma or GED required
 - Minimum five (5) years' experience in direct care and supervision of programs related to services provided to adults with disabilities; or combination of experience and education in course of study directly related
 - Capable of supervisory responsibilities
-