



## JOB POSTING

---

**POSTING DATE:** April 18, 2018 until filled. Applications received on or before April 24, 2018 will be given priority.

**POSITION & PROGRAM:** SUPPORT SPECIALIST, ADULT DEVELOPMENTAL SERVICES (FOSS WAY LOCATION)

### QUALIFICATIONS:

- High school diploma or equivalent.
- Must be physically able to lift, carry, and move persons served or items in the work environment in a safe manner.
- Must satisfactorily pass a post-offer medical Physical Demands Analysis and consistently maintain ability to pass such testing.
- Possession of valid First Aid/CPR certification
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Maintain the ability to pass a drug screen.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.

### DUTIES:

- Provides training, personal care and assistance to individuals.
- Supervises an assigned care caseload in a team-oriented work environment, sets up assigned activities, plans and implements outings and events. Prepares for activities prior to arrival and after departure of persons served by developing activity calendars, gathering materials needed to implement the day's activities and provide necessary personal care, and effectively managing individual money per departmental guidelines. Maintains supplies and materials for day to day services and notifies the supervisor of any inoperative equipment or needed materials or equipment. Informs the supervisor or manager about persons' served and departmental issues respectively. Provides assistance to persons served to complete skill development and support goals as outlined in the Individual Service Plan (ISP), and document both skill development and service goals as required. Provides support to individuals as needed for them to effectively participate in day to day activities and services offered by Adult Developmental Services (ADS) to focus on increased community inclusion. Assists in assessments, suggests referrals as appropriate and works closely with Program Specialist to ensure that appropriate services and supports are rendered.
- Assists Transportation staff in loading and unloading of buses upon arrival and departure at agency premises or at community service sites. Maintains safety and order at all times. Supervises community outings to ensure the safety, security and comfort of those involved.
- Accurately and promptly completes required reports, including but not limited to daily documentation in the BID system related to Medicaid reimbursable services, persons served and employee incident reports and persons' served attendance reports, delegated nursing tasks such as recording appropriately in the MAR, bowel and bladder tracking and monthly weights. Support Specialists will strive to increase or maintain the highest level of independence that is safely possible for those who participate in ADS; ensures the provision of the necessary level of supervision and assistance to people who are assigned to his or her caseload.
- Serves as a member of the person's served primary service/support team.
- Works with the individual and the ISP team to determine what person-centered goals and skills are most important in the person's life; communicates changes in behavior, ability to perform skill development or support goals, medical status or other pertinent information to the Program Specialist, nursing staff or manager in a timely manner; encourages and supports self-advocacy and individual choice in day to day routines while providing needed support.
- Develops and maintains a positive rapport with persons served, families and co-workers.
- Completes continuing education training relevant to the work environment, including but not limited to Crisis Prevention and Intervention, Delegated Nursing, CPR and First Aide, MUI, Behavior Support Plans and HIPPA.
- Performs other related duties as assigned, including but not limited to presenting self as an appropriate role model while working on-site and in the community, attending staff meetings and in-services, participating in department-wide group activities such as holiday parties or other celebrations during regular working hours.

**HOURS:** 37.5 hours per week, 7:30 am to 3:00 pm with a half hour paid lunch.

**SALARY:** \$11.10 per hour or more depending upon experience.

**FLSA:** Non-exempt from overtime.

**CONTACT:** To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The RTI application can be completed at RT Industries or downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).

Email: [michelle.ezerski@rtindustries.org](mailto:michelle.ezerski@rtindustries.org)