

SOUNDVIEW ASSOCIATION

JOB DESCRIPTION

POSITION TITLE: Instruction and Support Staff

SUPERVISORS: Program Manager/Director

STATUS: Under assessment for the first six months of employment. Following successful work performance and job evaluation, status becomes regular full time or regular part time/relief depending on hours available. This job description is not a contract and may be terminated by the agency at any time.

QUALIFICATIONS: High School diploma or equivalent. Ability to teach and capacity to be considerate and responsible. Experience with developmentally disabled individuals is preferred. ISS staff must have a working phone number or be available through a reliable message service.

JOB RESPONSIBILITIES:

1. Responsible for the health and safety of residents while on duty at the home or in the community.
2. Instruction and Support Staff must be willing and able to obtain Nursing Assistant Registration and perform nurse delegated tasks as outlined in House Bill 1908. The agency will provide appropriate training for this requirement.
3. Will monitor residents' health and growth, checking physical condition daily, monitoring food and fluid intake, taking monthly vitals and performing medical and restorative treatments as per physician's order, under supervision of delegating nurse, (if delegation is needed) occupational and physical therapists.
4. Will assist residents in all areas of personal hygiene, toileting, showering, dressing, grooming, eating and other self help skills as needed. Method of care will be oriented toward development of independent skills and choice making whenever possible.
5. Will know and carry out each resident's care and training program as scheduled, using designated record keeping systems.
6. Will read previous shift log entries prior to working their shift and will enter highlights or important events in the log at the end of each shift and initial these entries.
7. All staff are to safeguard the confidentiality of residents' records and information.
8. Will cook, clean, do laundry, make minor repairs on facility or equipment as needed.
9. Will transport residents to medical appointments, work and community activities and will keep supervisor advised of resident interactions with family and others in the community.
10. Will participate in all designated in-service training opportunities as requested and will attend staff meetings
11. Will counsel advise and assist residents in accordance to written policies and procedures of the home and will provide an exemplary role model for residents
12. Instruction and Support Staff may be asked to assess resident skills and participate in Instruction and Support Plan staffings.
13. Will perform other duties as requested by the Program Manager, Facilitator, Program Coordinator or Executive Director.

ISS	Date	Program Manager or Director	Date
-----	------	-----------------------------	------

