

INDEPENDENT LIVING SPECIALIST

\$15-\$18.75 per hour

This is a non-exempt position, requiring contribution to SEIU, Local 925.

Summary:

Provide instruction in daily life skills as documented in each client's DDA Individual Instruction & Support Plan and assessment tool. Instruction will correspond with IISP's instructional categories of Home Living, Community Living, Lifelong Learning Activities, Employment Activities, Health and Safety Activities, Social Activities, Protection and Advocacy Activities and Exceptional Behavior Support Needs. These tasks can be worked on individually or in groups.

Description of Essential Functions:

- Use teaching tools and curriculum to help clients' complete tasks to become more independent and accomplish IISP goals.
- Maintain good communication with participants and staff. This requires the ability to read body language, assess moods and possible trouble areas, and has the skills to diffuse potentially unsafe situations.
- Safeguard confidentiality of client records and information.
- Meet supervision standards for each individual while in the community and at home.
- Write incident reports and submit to the Program Manager.
- Ensure client safety, hygiene and health standards are met while working with the client.
- Work with each participant on their individual finances and monthly budgets.
- Ensure all documentation is completed to reflect goals met.
- Use the automated time and attendance system to clock in and out of work.
- Read and abide by the agency's policies and procedures and the DDA Residential Policies and WACS.
- Keep all licenses and certificates current.
- Respect diversity – participants and coworkers.
- Able to use good verbal, reading and writing skills and be able to communicate effectively with clients, coworkers, the community and families,
- Drive agency vehicles to transport participants as needed.
- Ride Community Transit to help train clients with transportation goals.

Physical Demands:

- Work is performed inside and outside and frequently involves sitting, standing, walking and climbing stairs.
- Frequent hand and finger use to manipulate office utensils, supplies, pens, paper, operate office machines such as computers, printers, telephone, copier, shredder, able to read the computer monitor and paperwork.
- Driving agency vehicles.

Qualifications, Education, Experience:

- High school diploma or equivalent education.
- At least 1 year of experience working with individuals with disabilities is desirable.
- Current Washington State driver's license

- Good driving record
- Must pass a criminal background check
- Read, understand and agree to abide by Village Community Services' Policies and Procedures.
- Must have good communication skills
- Work with our clients in a respectful and kind manner.
- Use good judgment, and be a positive role model and representative of Village Community Services.

List of Training and Other Requirements to be completed after hire. VCS reimburses for all required training hours, fees, and certifications:

- 5-hour DDA Safety Orientation
- 30-hour on-site training
- peer coaching 40-hour CORE training
- 1st Aid/CPR renewed every two years
- Blood borne pathogens annual recertification
- Driving record abstract
- Background clearance and fingerprinting Community Protection
- Training if working with Community Protection clients, optional for other staff.
- 12 CE (continuing education) credits yearly, after first year of employment. Signed policy 5.13 on file (mandatory reporting); renewed yearly.