



Job Posting

Posted: 8/1/2019 – Closing Date: Until Positions are Filled

Job Title: In Home and Community Supports Program – Support Positions

Department: Pennsylvania Day Services

Reports To: Program Coordinator

FLSA/Internal Code: Non-Exempt, Part Time Position / L4; **Anticipate Salary Range:** \$ 12.00 - \$ 13.00 per hour

Qualifications: Minimum qualifications include:

- High School Diploma or completion of GED (current enrollment in a State approved continuing education program is acceptable);
- One year experience supporting people with Intellectual and Development Disabilities or Autism Spectrum Disorders is preferred. Associates and/or Bachelor's Degree in Behavioral Health or Human Services would be desirable;
- A valid driver's license is required with a two-year safe driving record. Incumbents are required to use their personal vehicles to ensure participation in Community Based Activities for employment in this program. Must demonstrate proof of current vehicle registration, vehicle inspections and automobile insurance;
- Professional presence and ability to plan activities with clients both according to their Individual Support Plan and their interest;
- Excellent organizational, computer and time management skills. Ability to use alternative communication devices to support the client. Demonstrates proficiency in reading and writing to properly document activities for billing purposes which are a true representation of the services provided;
- Strong presentation, interpersonal, and problem solving skills and ability to work independently and as part of a team;
- Completion of formal training in Home Based Waiver policies, procedures and other regulatory training/compliance requirements, including Community Participation Supports training, at the time of hire or within 90 days after the onset of the position;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

The Pennsylvania Person/Family Directed Support Waiver is designed to help individuals with an intellectual disability, autism, or developmental disability to live more independently in their homes and communities and to provide a variety of services that promote independence and community integration, including self-directed service models and traditional, agency-based service models.

These are part-time positions with the primary responsibility of working with individuals in their homes and communities, and ensuring their participation in community based activities and skill development. Services are 1:1 activities that respond to the client's interests, and may take place outside of regular business hours. Service hours are based on the needs of the individual and candidates may be requested to work evenings and/or weekends. Candidate may be asked to adjust service hours to ensure their assigned individual's participation in seasonal activities or other educational, employment or recreational activities.

Successful candidates must be self-directed, creative, and resourceful to develop and follow activity plans according to the Individual's Support Plan and interest(s). Candidates must be able to work individually and under the scope of the Support Team to provide the best option of services for their Individuals. The position requires physical demands which may include transferring, pushing and pulling a wheelchair, operating adaptive equipment and if necessary supporting greater than 50 lbs. of weight.

The position also requires maintaining a safe environment within the home and community. The position ensures the Individual's health and safety both in the home and in the community adhering to the guidelines outlined in the Individual Support Plan and accompanying documentation. The duties may also include housekeeping, meal preparation (as requested), grocery shopping, ensuring that personal care items are available, gardening and snow removal during inclement weather.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department.

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