

enAble of Georgia, Inc. (enAble)
Job Description – Community Living Support Associate/CNA

Supervises: N/A

Reports to: Community Living Support Coordinator

Knowledge, Skills & Abilities:

- Qualified to serve as a Community Living Assistant in Georgia through one of the following:
 - Certificate from an approved nurse aide training program who are registered with the Georgia DHR Nurse Aide Registry
 - Successful completion and documentation of the Home Health Aide Skills Assessment Test from the NLN.
- Current CPR, First Aid, and CNA Certifications.
- Strong verbal and written communication skills.
- Experience working with individuals with developmental disabilities preferred.
- One year experience providing support services in a similar environment preferred.
- Caring attitude and genuine interest in people.
- Valid GA Driver's License that meets the agency's insurability requirements.
- Minimum 21 years of age.
- High school diploma or GED.
- Must pass a criminal background check and drug screening.
- Must be able to lift at least 30 to 50 lbs from floor to waist and from waist to shoulder.
- Requires a combination of sitting and standing.
- Must be comfortable in working various shifts.

Desired Impact:

The Community Living Associate will provide high quality Personal Care and companion/Sitter services to individuals with developmental disabilities who live in their own homes or apartments or in foster homes. Services to be provided will match the terms of a Service Plan that defines exactly what is to be done and the frequency and duration of the services. Performance expectations include, but are not limited to, the following:

- Services will meet the person receiving services and family expectations for quality and responsiveness
- The health and safety of each person receiving services will be protected
- Compliance with enAble, Inc. policy and procedure and full compliance with DCH Private Home Care licensing standards will be maintained at all times.

Essential Job Functions:

1. Provides all or some of the following Community Living Care Support Services &/or Companion Sitter Services to individuals with developmental disabilities as specified in the Service Plan:

- Home management (e.g. meal planning, shopping, budgeting, bill paying)
- Medically related activities (e.g. observing and reporting changes in condition, arranging trips to the doctor, picking up prescription drugs, accompanying individuals to medical appointments, assisting with the self-administration of medication)
- Personal care (e.g. toileting, grooming, bathing, dressing, eating)
- Assistance with ambulation/transfer

- Housekeeping (e.g. cleaning, laundry, changing linens, trash disposal)
 - Transport/escort (accompanying, providing or arranging transportation to places outside of residence for appointments, entertainment, exercise, recreation, shopping or social activities)
 - Meal preparation
2. Maintains full knowledge and compliance with *enAble* Policies and Protocols.
 3. Reports progress or problems of person receiving services to supervisor as required by *enAble* Policies & Procedures.
 4. Documents services delivered on a daily basis as specified by *enAble* Policy & Procedure.
 5. Notifies Supervisor of any change physical condition or medical emergency in person receiving services and assists with obtaining professional medical care as needed as required by *enAble* Policies & Procedures.
 6. Observes confidentiality requirements concerning the affairs of persons served and the agency.
 7. Reports any exposures to TB or hepatitis to supervisor immediately, regardless of whether or not exposure occurred on the job.
 8. Completes a minimum of 8 hours of in-service training per year, with at least two (2) hours completed in each quarter meeting all requirements as specified by *enAble*.
 9. Maintains valid CPR, First Aid, and CNA Certifications and has an up-to-date PPD.
 10. Practices and upholds the Mission and Vision of *enAble*.

Updated 2/9/2011