

## **enAble of Georgia, Inc. (enAble)**

### **Job Description – Lead Support Associate, Day & Employment Services**

**Reports to:** Support Manager, Day & Employment Services

**Supervises:** N/A

#### **Knowledge, Skills & Abilities:**

- Minimum 21 years of age.
- Some college preferred.
- Must have a High School Diploma or GED.
- Minimum of two (2) years experience in an organization providing services to individuals with developmental disabilities.
- Proven ability to provide coaching, training and mentoring that develop motivation, commitment, and skills of support service staff members.
- Ability to lead the Day & Employment Services Team in implementing enAble strategic priorities, policies, and protocols.
- Strong organizational ability.
- Strong written and verbal communication skills.
- Excellent interpersonal skills with all company stakeholders.
- Caring attitude and genuine interest in people.
- Must pass a criminal background check and drug screening.
- Valid GA Driver's License that meets the agency's insurability requirements.
- Requires a combination of sitting and standing.
- Must be able to lift at least 30 to 50 lbs. from floor to waist and from waist to shoulder.

#### **Desired impact:**

Provides coordination and knowledge to the Day & Employment Services staff team to ensure that the support needs of each client are met, the health and safety of each client is protected and the services provided meet enAble, accreditation and licensing standards at all times.

#### **Essential Job Functions:**

1. Actively learns about the interests, preferences, support needs and skills of each person served through direct interaction, observation, insights of other staff team members, family members, etc.
2. Serves as a liaison for community connections for individuals served at enAble Day Services and provides resource connections to the day service staff team.
3. Actively fulfills the responsibilities of a Support Associate, as listed in the Support Associate Job Description, serving as a role model, coach and mentor for Support Associates in the provision of direct day and employment services.
4. Coordinates the various day service groups to ensure community networking (such as VSA, Senior Connections, etc.).
5. Provides input to the Manager of Day & Employment Services regarding community involvement and person served employment possibilities.
6. Continually monitors the health and well-being of individuals served by direct observation, daily review of Activity/Event Notes, Communication Logs, MARs, Over the Counter Medications Records, and verbal feedback from Support Associates.
7. Ensures that individuals served receive prompt medical care for any and all emerging health concerns in accordance with agency policy and procedure.
8. Maintains full knowledge and compliance with enAble Policies and Procedures.

9. Ensures all required documentation of services such as Medicaid billing; daily weekly, monthly person served progress notes; incident reports; medication records; progress on goals; etc., are completed accurately and on time.
10. Ensures the implementation of ISP goals as required and the provision of all support services as required.
11. Actively participates in the agency's ongoing effort to continually improve the quality of services provided and the effectiveness of the agency's operations by sharing ideas and insights in staff meetings.
12. Observes confidentiality requirements concerning the affairs of the individuals and the agency
13. Maintains valid CPR and First Aid Certification.
14. Practices and uphold the Mission and Vision of the agency.
15. Reviews Medicaid Waivers and Attendance Reports on a weekly basis.
16. Performs other duties as assigned.

Updated 2/9/2011