

enAble of Georgia, Inc. (enAble)
Job Description – Support Associate, Day & Employment Services

Reports to: Support Manager, Day & Employment Services

Supervises: N/A

Knowledge, Skills & Abilities:

- Minimum 21 years of age.
- High School Diploma or GED.
- Must pass a criminal background check and drug screening.
- Caring attitude and genuine interest in people.
- Experience working with individuals with developmental disabilities preferred.
- Strong interpersonal communication skills with clients.
- One year experience providing support services in a similar environment preferred.
- Valid GA Driver's License that meets the agency's insurability requirements.
- 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 Support Associate helps the individuals served to lead lives that reflect personal interests, preferences and goals and enhance full inclusion in the community. The Support Associate also assures the health, safety and rights of individuals served. Works as a team member and follows the direction of the Support Manager (Day & Employment Support Services). Employment is not guaranteed for any period of time and may be affected by funding availability. Must meet and maintain enAble's training requirements.

Essential Job Functions:

1. Responsible for on the job supervision of individuals served by enAble.
2. Responsible for quality of technical work done by individuals served by enAble.
3. Offers individuals the choice of activities while being supported in Day Services.
4. Supports and assists individuals to use their work environment and community.
5. Encourages greater expression of choice to those we support by listening to individuals' preferences and desires.
6. Assists with, whenever needed, basic hygiene needs of those supported by enAble.
7. Supports best possible health by following the health regimen, keeping accurate documentation of medication, supervising self-administration of medication and observing health changes/needs of those individuals supported by enAble.
8. Implements individuals' ISP and Behavior support plans as written and documents progress as directed.
9. Provides safe transportation to individuals served by enAble. Monitors facility and van maintenance and reports any unsafe items to supervisor.
10. Ensures general safety and health of those receiving services by keeping environment inside and outside free of debris.
11. Remains alert to each individual and their support needs during each shift. Listens and demonstrates a general understanding of all work related information.
12. Communicates appropriately with co-workers, individuals served by enAble, and their family members.
13. Observes confidentiality requirements concerning the affairs of the individuals and the agency.

14. Demonstrates an awareness and concern for individuals' goals and is knowledgeable of the accrediting organization's outcome measures.
15. Assists those individuals served by *enAble* to fully exercise rights and make choices.
16. Has consistent and predictable attendance. Works as a dependable team member by working scheduled hours and using proper procedures in the event of absence. Responsible for attending all staff trainings and mandatory meetings.
17. Practices and upholds the Mission and Vision of the agency.
18. Performs other duties as assigned.

Updated 2/9/2011