

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

Reports to: Support Manager, Residential

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.
- 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.
- Experience with and/or understanding of issues surrounding developmental disabilities such as autism, Down syndrome, and Fragile X syndrome.
- Experience with and/or understanding of issues surrounding conditions such as epilepsy, diabetes, and impaired mobility, speech, hearing, or vision.
- Strong people skills, sense of professionalism, and team approach to achieving individual supports for people with disabilities.
- Proficient record keeping skills, report writing abilities, and capacity to clearly communicate and demonstrate understanding of information.
- Ability and willingness to personally assist with and/or coach: self care skills such as personal hygiene, grooming, bathing, dressing, health, fitness, and self-administering of medications; home care skills such as meal preparation, cleaning, and laundry; interpersonal skills such as communication, social interaction, and relationship building; and other activities of daily living such as shopping, money management, and community involvement.
- Knowledge, understanding, and use of people first language.
- Ability to identify and use all resources available to provide support to individuals as well as perform job duties independently and collaboratively within a team environment.

Desired Impact:

The role of the Support Associate involves working directly with people with developmental disabilities to lead a self-directed life. The Support Associate is also expected to act as a first-line, positive role model for individuals served by demonstrating through his/her attitudes and actions, appropriate behaviors and social interactions. Additionally, the person in this role is to advocate for people served with communicating their needs, preferences, and self expression, as well as help them realize their aspirations and personal goals on a daily basis.

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. Establishes collaborative relationships with each person served, co-workers, family members and other people who are important in the individual's life.
3. Empowers each person served to make informed choices, exercise rights and make decisions by providing support, information and exposure to new experiences in the areas including, but not limited to: recreation, daily living skills (shopping, meal preparation, laundry, money management, cleaning, etc.) health & nutrition, participation in community activities.

4. Teaches skills customized to each individual (daily living skills, self care, social skills, communication, etc.) within the daily routine.
5. Provides assistance as appropriate to each individual in personal care and hygiene. (Assistance may include monitoring, verbal prompting, hand-over-hand assistance or completion of necessary tasks by the Support Associate).
6. Works as a member of a team to ensure that enAble standards for household cleanliness & full compliance with state, federal, and accrediting organization licensing standards are maintained at all times.
7. Assists each person served with self-administration of medication in the manner specified by enAble.
8. Maintains full knowledge & compliance with enAble Policies & Protocols (Reference copies are maintained at each location).
9. Correctly and accurately completes required documentation including, but not limited to: Activity/Event Notes, Med Error Reports, Incident Reports, Behavior Incident Reports, Medication Administration Records (MARs), Medical Appointment Forms, and Time Sheets.
10. Prepares meals for individuals/assists individuals served with meal preparation ensuring that food served complies with weekly menus and special dietary requirements of individuals served
11. Reviews Event Notes, Medical Appointment Forms, and Communication Logs at the beginning of each shift for any and all days since the last shift worked to identify any changes, concerns or needs that may require follow-up.
12. Observes and monitors each individual during each shift to identify any changes in health status or other concerns. Takes responsibility to obtain medical care and accompanies individual to physician, dentist or emergency room as needed.
13. Implements individuals' ISP Goals and follows Behavior and Positive Strategies support plans as written and documents progress as directed.
14. Provides safe transportation to individuals served by enAble. Monitors facility and van maintenance and reports any unsafe items to supervisor.
15. Observes confidentiality requirements concerning the affairs of the individuals and the agency.
16. Completes a minimum of 16 hours of in-service training per year, with at least four (4) hours completed in each quarter meeting all requirements as specified by enAble.
17. Maintains valid CPR, CNA and First Aid Certifications, has an up-to-date PPD, and Defensive Driving Certification.
18. Practices and upholds the Mission and Vision of the agency.
19. Performs other duties as assigned.

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