

## Creative Connections Lead

**REPORTS TO:** Director of Services

**SUPERVISES:** Day Habilitation DSPs

**STATUS:** Non-Exempt - refer to personnel policies for detailed explanation.

**JOB OBJECTIVES:** Develop, implement, and evaluate Day Habilitation training; supervise and direct the work activities of subordinate(s); attend required meetings; and complete required paperwork.

**ESSENTIAL JOB FUNCTIONS:**

- Assess each client's developmental needs and participate in the development, implementation and evaluation of PCISP; Participate in initial placement conferences and annual reviews as required;
- Participate in developing, implementing and evaluating the Day Services curriculum;
- Write, complete, and/or maintain reports, records, logs, plans, client files and other paperwork as required;
- Check and make corrections to daily notes and complete event maps as needed; Lock maps by established timelines and approve client attendance, transportation and service notes according to established timeframes;
- Review all electronic client documentation of services for accuracy, including event maps, attendance, narratives, and goals;
- Provide periodic reminders and direction to staff on proper documentation of services as required;
- May develop measurable client goals and enter them into Quantum; Enter client goals into electronic documentation system and update monthly or as needed;
- Complete monthly summaries;
- Attend PCISP meetings and other meetings as required;
- Assist in the compilation of data for Outcome Management reports and other reports as required;
- Prepare and evaluate PCISP training documents for DSPs when new staff is hired and following each PCISP within established deadlines;
- Complete one-on-one activities in Day Habilitation Services; participate in client staffing when regular staff are on vacation or call in sick or as needed;
- Supervise and assist client in participation and training on outcomes, track progress in Quantum or in written documentation submitted within established timeframes;
- Track unit's utilization monthly and adjust schedule as necessary to maximize service hours;
- Provide behavioral intervention as needed, which may include dealing with behaviors of different intensity;
- Assist in interviewing and selecting and/or recommending individuals for hire;
- Assign, direct, supervise, instruct, train, counsel, coordinate, and evaluate subordinate(s);
- Maintain Program training area in a clean, safe and orderly manner;
- Select, request, order and maintain training supplies and equipment;
- Provide guidance to the client/family through explanation and interpretation of the specified service, process, procedures and outcomes and their application to daily life;
- May Administer medications and ensure new medications are procured as needed;
- Attend and participate in job related, program, and agency meetings as required;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Follow JRDS client information privacy & security policies and procedures;
- Follow JRDS Personnel Policies & Procedures;
- Assist clients and other entities with the develop and procurement of community employment as client desires and work with these entities on client's behalf to ensure that employment is maintained
  - Assign work, direct, supervise, schedule, instruct, train, counsel, discipline, coordinate, and evaluate clients, and staff;
  - Ensure teaching, training and mentoring of clients is done in a positive, interactive way;
  - Plan, monitor and staff non-work activities to ensure that activities have a client based purpose.
  - Ensure client pay records are completed;
  - Serve as client advocate to ensure clients' civil and human rights are protected;
  - Report all cases of suspected abuse, neglect, exploitation, discrimination, or harassment immediately.

- Other duties as assigned.

**CRITICAL SKILLS/KNOWLEDGE/ABILITIES:**

- Thorough knowledge of procedures used in performing duties;
- Thorough knowledge of job-related regulations;
- Thorough knowledge of behavior and aggression management and how to implement;
- Working knowledge of applicable computer system and programs including Microsoft Word and Excel;
- Ability to effectively communicate verbally and in writing;
- Ability to develop and maintain effective, cooperative and productive work relationships with supervisor, co-workers, clients, client families and public;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to plan program schedules, calendar, and activities (short and long-term);
- Ability to write, complete, process and maintain required paperwork;
- Ability to effectively organize and maintain program materials and equipment;
- Ability to perform and provide CPR and first aid as required;
- Ability to assign, supervise, instruct, train, counsel, coordinate, direct and evaluate subordinate(s);
- Ability to legally and safely operate a motor vehicle;
- Must be able to operate office equipment such as telephone, copy machine and calculator;

**JOB STANDARDS:** High school equivalent preferred plus a minimum of four years of full-time work experience in related field. Two or four-year college degree in related field preferred. CPR and first aid certification required. Sign language would be beneficial. Excellent work references required. Position requires twisting, bending, stooping, kneeling, and the ability to push and maneuver manual mobility devices.

**EQUIPMENT:** Ability to operate office equipment, including fax, copier, telephone, two-way radio, calculator, other office equipment. Must be able to legally and safely operate a motor vehicle, including wheelchair lift van.

**RESPONSIBILITY:** Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When specifications and guidelines do not exist, employee is expected to use good judgment, creativity and innovation in selecting and adapting methods or procedures to fit unusual or complex situations and the supervisor is to be advised of or consulted on concerns about new or unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs. Independent decision making required.

**HEALTH AND SAFETY:** Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

**PHYSICAL EFFORTS:**

Duties are performed alone or directly with clients, supervisor, co-workers in a cooperative effort to achieve objectives and answer questions.

**WORKING ATTIRE:** Agency dress code should be followed per the Personnel Policies manual.

**Signatures below indicate review of the job description**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**