

JOB DESCRIPTION AND
PERFORMANCE EVALUATION FORM

Name: _____

Date: _____

ANNUAL: _____

Job Description: HCBS Community Service Provider (Hab Home Staff)

Supervisor: HCBS and Habilitation Service Coordinator

Description: The HCBS Community Service Provider is responsible for implementation and documentation of goals and objectives for individuals served. The HCBS Community Service Provider will be an active advocate for individuals served with an emphasis on individual choice and decision-making.

Minimum Qualifications: Must be literate in English. Must have the ability to document on services provided. Must have valid driver's license and be approved by Scenic Acres insurance carrier. Must have basic word processing and email usage skills. Must have basic mathematical skills some of which include the ability to add, subtract, multiply and divide. Ability to remain awake, aware and alert during working hours and work independently. Must have the ability to become and remain certified in First aid/CPR. Must have the ability to follow oral and written directions.

Continuing Education Requirement: Must participate in training as determined by operating regulations, residents and agency needs.

Typical Physical Demands: Requires very good physical stamina. Full range of body motion, manual dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Requires frequent bending, stooping, reaching and stretching. Requires the ability to lift up to 25 pounds. Requires normal range of vision and hearing. Requires the ability to distinguish numbers and symbols.

Typical Working Conditions: Normally works in a well lighted, well ventilated atmosphere. Possible exposure to communicable diseases and/or body fluids. Ability to work in both inside and outside environmental conditions.

FUNCTIONS:

Essential

Needs
Competent Improvement

- | 1. Ability to follow established guidelines and perform duties according to policies and procedures. | | |
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| 2. Ability to assume accountability for compliance with federal, state and local regulations. | | |
| 3. Ability to be an active advocate for residents receiving services to have greater control over their lives. | | |

4. Ability to encourage consumer choice and decision-making
5. Ability to maintain confidentiality. Promote the dignity of others by protecting individuals served co-workers, and agency privacy.
6. Ability to follow Resident Rights and Resident Outcomes at all time.
7. Ability to apply rights restrictions only as determined necessary by the interdisciplinary team and included in the individual plan of individuals served.
8. Ability to use professional ethics in carrying out job duties.
9. Ability to communicate with all individuals in an honest and open manner, unless to do so would contraindicate an individual treatment plan.
10. Ability to drive individuals to community resources.
11. Ability to assist with the scheduling of appointments and coordinating transportation.
12. Ability to ensure health, safety, and welfare of individuals served with the least amount of intrusion as possible.
13. Ability to identify safety hazards and emergency situations, and initiate corrective action.
14. Ability to intervene during crisis situations and take appropriate action.
15. Ability to observe infection control procedures.
16. Ability to treat individuals served, coworkers, supervisors, and other associates with courtesy and respect.
17. Ability to report issues of concern to the HCBS Service Coordinator and the ability to offer ideas and suggestions for resolution of concerns.
18. Ability to maintain a professional appearance.
19. Ability to report to work on time and as scheduled. Regular and predictable attendance is an essential element of this position. Patterns of absences or tardiness are not acceptable.
20. Ability to find a replacement if unable to work a scheduled shift and follow the call-in procedure.
20. Ability to serve as a positive role model to others.
21. Ability to build a sense of unity and purpose among coworkers, supervisors, and individuals served by working as a team member.
22. Ability to use appropriate methods and channels of communication.

	Competent	Needs Improvement
23. Ability to provide services based on individual goals and objectives.		
24. Ability to teach individuals rather than doing for them.		
25. Ability to complete service documentation to record individuals response to interventions and supports.		
26. Ability to ensure all service documentation includes individuals name, date of birth, medical assistance number, day, month, and year, start and end time (including a.m. and p.m.) of service provision, as well as staff printed name, signature, and title.		
27. Ability to complete documentation legibly and in a timely manner.		
28. Ability to independently avoid, address or resolve stress and anxiety through use of coping skills some of which include: Journaling, music, meditation, talk therapy, and emotional support.		
29. Ability to respect the property of individuals served (e.g., their home, personal possessions, etc.).		
30. Ability to complete incident/accident and behavior incident reports accurately and promptly.		
31. Ability to encourage and carry out recreational and/or community activities to meet needs and choices of individuals served.		
32. Ability to provide input to the HCBS Service Coordinator for the development of individual goals and objectives.		
33. Ability to oversee the overall cleanliness of the home.		
34. Ability to monitor food preparation and clean up in accordance with established guidelines.		
35. Ability to order food and other supplies as needed on a regular basis.		
36. Ability to distribute individuals mail ensuring confidentiality.		
37. Ability to disburse funds following established guidelines.		
38. Ability to request maintenance work for home and vehicles as need arises.		
39. Ability to complete other job duties as assigned.		
40. Ability to demonstrate respect for the health care professionals from which services are received.		
41. Ability to establish and maintain effective working relationships with other employee's, individuals and the public.		

	Competent	Needs Improvement
42. Ability to portray a positive image of Scenic Acres when representing the agency.		
43. Ability to promote the philosophy of Scenic Acres		
44. Ability to assume accountability for data contained in the employee's handbook.		
45. Ability to perform assigned duties in a cooperative manner.		
46. Ability to adhere to compliance program policies and procedures.		

THIS JOB DESCRIPTION SUPERSEDES ALL OTHER JOB DESCRIPTIONS.

THIS IS NOT A CONTRACT OF EMPLOYMENT. You as an employee remain an at-will employee and either the employee or the employer may terminate the employment at any time, with or without cause.

I have read and understand these requirements of my job.

Employee Signature

Date