



Day Service Specialist - JOB DESCRIPTION

JOB SUMMARY: The Day Service Specialist (DSS) provides services to the client which will help the individual meet daily living needs. The DSS will supervise and assist the client in the implementation and further demonstration of all ISP goals, and provide input to the support team to guarantee the client reaches his/her highest potential and functioning level. The DSS will assist in or perform the duties outlined below in accordance with the ISP:

- All items of a client's ISP which specifically indicate Wynn-Reeth is responsible for completing;
- Personal interaction to assist the client to reach and maintain the highest level of appropriate social skills;
- Planning and coordinating a wide variety appropriate activities which focus on community integration
- Assist clients inside the aquatics area as wet/and dry staff
- Implementing Behavior Support Plans for all clients that have them;
- Assisting with bladder and/or bowel elimination or problems, including helping the client to and from the bathroom, or assisting the client with brief routines;
- Assisting the client with medications, as required. This will be done in accordance with all delegated nursing regulations set by DODD;
- Cleaning and arranging for maintenance of equipment according to need;
- Using and maintaining the company vehicle(s) according to policy;
- Assessing, monitoring, and supervising the client's safety, health and welfare;
- Reporting any needed repairs to the administration;
- Knowing all emergency policies and performing first aid and CPR if necessary;
- Completing documentation as assigned;
- Reporting directly to the Day Service Coordinator;
- Maintain professional conduct & appearance at all times;
- Any other duties as assigned per client ISP.



TRAINING AND EXPERIENCE:

Previous experience in DD settings, hospital, nursing home, health care or long-term care setting is desirable, but not mandatory. Will receive training and orientation as per policy.

WORKING CONDITIONS:

The DSS may work in a variety of conditions due to the tasks required of the position. These conditions are predominately well lighted and ventilated locations which will require that the employee; sits, stands, lifts and moved intermittently. The DSS is subject to; frequent interruptions, potentially hostile and emotionally upset individuals, falls, burns from equipment, odors, exposure to infections such as AIDS and Hepatitis B Viruses, waste and diseases. The DSS is prohibited from smoking while working.

The DSS will be involved with clients, agency personnel, visitors, government agencies/personnel, and must be able to communicate professionally with each of these people.

SPECIFIC REQUIREMENTS:

The DSS must;

- Write and use English language in a legible and understandable manner
- Must have a valid driver's license, reliable transportation and current auto insurance.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess the ability to deal tactfully with personnel, clients, family members, visitors, government agencies/personnel, and the general public.
- Be a minimum of eighteen (18) years of age.
- Possess the ability and willingness to work harmoniously with professional and non-professional personnel.
- Have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult individuals.
- Be willing to seek out new methods and principles and be willing to incorporate it into existing practices.
- While working each staff shall have the employee ID. While in the community the employee ID must be worn.



PHYSICAL REQUIREMENTS:

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with individuals, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be able to lift a minimum of 50 pounds.

BACKGROUND CHECKS

Before being considered for employment, each applicant must satisfactorily pass reference checks, and may be processed through the Ohio Professional Electronic Network (OPEN) to immediately ensure that he/she does not have any criminal convictions on record that may prohibit their employment with this agency. In addition to OPEN checks, the new hire will be fingerprinted and submitted to BCI&I for criminal background checks. All background checks must be returned to the office of Wynn-Reeth, Inc. within sixty days from the date of hire, and free from disqualifying convictions in order to continue an active employment status. In the event that the background check would reveal any disqualifying convictions, the employment will be immediately terminated. The employee must immediately provide written notification to the Human Resource Department any time their driving privileges are revoked or suspended. See policy 1-030 for more information.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Day Service Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

Date

Signature of Day Service Specialist

Date

Signature of Administration