



Job Description

Enhancing the Power of People to Achieve Personal Growth

We believe in a community where everyone has the opportunity to imagine, create, and live their chosen journey.

Position Title: Children's Tutor

Reports To: Family Support Specialist or Behavior Specialist

Probationary Period: Six Months

Position Status: Full-Time, Part-Time, Relief

FLSA Status: Non-Exempt

Supervises: None

HIPAA Level of Accessibility: Level One

Job Summary:

The primary function of the Children's Tutor is to assist children in acquiring, retaining and improving the cognitive, communicative, organization, social, and adaptive skills necessary to live successfully in home and community-based settings, and to reach their goals for growth and change.

Essential Duties and Responsibilities:

We are people-centered.

1. Provide care based on the child's needs and routines during scheduled work hours
2. Establish and maintain friendly, compassionate, professional working relationships with children receiving services and family members in a manner that reflects our values and culture
3. Teach, or further develop, skills based upon goals identified in the Plan of Care (PSP) or Individualized Family Service Plan (IFSP)
4. Provide services as identified for the child; not volunteering, donating time, or providing any other service on an unpaid basis to the child or family
5. Provide for the personal care needs of the child as identified in the IFSP
6. Provide a safe and stimulating environment

We are collaborative.

1. Follow program instructions from physicians and therapists such as positioning for eating, stretching, strengthening exercises, and transferring methods
2. Interact professionally and collaboratively with supervisors, coworkers, and others
3. Follow programs, protocols, and other guidelines, documenting activities and submitting all information to the supervisor as required

We are open.

1. Respond promptly to complaints, suggestions, or ideas, making sure that the supervisor is informed
2. Be accountable, transparent, and solution-oriented
3. Be aware of family strengths and needs, helping them accomplish goals in their home or community
4. Listen respectfully to family ideas and concerns

We are fun and playful.

1. Support co-workers and families to create time in their lives, including work, to acknowledge and celebrate their successes
2. Communicate and celebrate with teams and families the big and small contributions they make to the lives of others

3. Infuse appropriate humor and encourage others to laugh, take the disappointments lightly, and find deep satisfaction in all that is accomplished
4. Recognize, appreciate, demonstrate gratitude, and applaud each person's unique gifts and contributions
5. Encourage appropriate humor and play in all functions and activities

We are excellent.

1. Assure professional boundaries are maintained
2. Work the schedule approved by the supervisor
3. Dispense medication only upon prior authorization of the supervisor and with a current medication administration certification
4. Follow emergency procedures as directed by the family and supervisor
5. Fulfill obligations as mandatory reporter for abuse, neglect or exploitation
6. Complete incident reporting when applicable
7. Maintain compliance with all STEP procedures and policies
8. Complete all other duties as assigned

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

1. Must be 18 years of age or older
2. Must have a High School Diploma or GED
3. At least two years of experience in working with persons with disabilities is preferred

Knowledge/Skills/Abilities:

1. Strong communication skills
2. Ability to ensure that the requirements of the family and the STEP supervisor are met
3. Basic computer skills and be able to use all required software
4. Ability to problem-solve and assist in decision-making including during emergencies
5. Ability to function with minimal supervision
6. Maintain current status regarding assigned core competencies and other required certification, within established timelines
7. Meet the criteria to be an authorized driver for STEP and have reliable transportation
8. Possess excellent oral, written and interpersonal skills and good customer service skills
9. Communicate clearly with the family regarding what services can and cannot be provided

Physical Demands and Work Environment:

1. Accommodate alteration of scheduled hours or days off
2. Function with minimal supervision and coaching within the responsibilities of the job description
3. Physical strength for repeated lifting, pushing, pulling, bending, stooping and reaching, a minimum of 50 pounds
4. Capacity to assist individuals with physical disabilities such as movement of wheelchair, transferring, use of adaptive equipment, and lifting
5. Provide for the personal care needs of the person, potentially including assistance with hygiene, eating, bathing, etc.

HIPAA Level of Accessibility:

STEP, Inc. assures that health information is secure and protected in compliance with the Health Insurance Portability and Accountability Act (HIPAA). To assure this, employees are allowed access to protected information only so much as is required to perform the essential duties of their position. Each job description will include the level of accessibility that is required:

- Level One – access only to the information for the assigned clients.

- Level Two – access to all information for the clients receiving services within the program.
- Level Three – access to all information for the clients, and potential clients, receiving services within the department.
- Level Four – access to all employee information
- Level Five – access to all information for the clients receiving services within the agency and access to all employee information.

Statement of Understanding:

I have read the above position requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature

Printed Name

Date