



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: Life Enrichment Specialist

Reports To: Residential Services Manager or Residential Services Supervisor

Probationary Period: Six Months

Position Status: Relief or Full Time

FLSA Status: Non-exempt

Supervises: None

HIPAA Level of Accessibility: Level One

Job Summary:

The primary functions of the Life Enrichment Specialist are to provide the support necessary for people to achieve their desired lifestyles and increased levels of independence, productivity, and social/physical integration in their homes and their community.

Essential Duties and Responsibilities:

We are people-centered

1. Implement actions per the PSP to support the people in the program to reach their goals
2. Teach and/or assist with daily living skills, e.g. personal hygiene, cooking laundry, shopping, and housekeeping skills
3. Respond to medical emergencies and administer minor first aid in accordance with approved practices
4. Be alert for seizures, illness, injury, and medication side effects and respond appropriately
5. Accompany people to appointments and community activities, ensuring engagement and safety
6. Teach community living skills, e.g. using the bus system and public transportation, money management, shopping, and appropriate interactions in the community

We are collaborative

1. Follow program instructions from physicians and therapists such as positioning for eating, stretching, strengthening exercises, and transferring methods
2. Demonstrate and promote teamwork, cooperative communication, collaborative problem-solving and responsible decision-making with team members
3. Participate in collaborative relationships with the community and one another, sharing resources to best move towards the vision.

We are open

1. Effectively identify and respond to challenging behavior in compliance with STEP behavior support documents
2. Fulfill the obligations as a mandatory reporter of abuse, neglect or exploitation
3. Establish and maintain friendly, compassionate, professional working relationships with people receiving services, family members and support team in a manner that reflects our values and culture.
4. Complete incident reporting when applicable

We are fun and playful

1. Identify appropriate community activities for the people's interests and needs
2. Facilitate inclusion in community life, advocating as necessary to achieve inclusion

3. Support team members to create time in their everyday lives, including work, to acknowledge and celebrate their successes.
4. Communicate and celebrate with teams the big and small contributions they make to the lives of other.
5. Infuse appropriate humor and encourage others to laugh, take the disappointments lightly, and find deep satisfaction in all we do.
6. Recognize, demonstrate gratitude, and applaud each person's unique gifts and contributions.
7. Encourage appropriate humor and play in all functions and activities.

We are excellent

1. Maintain compliance with federal, state, and STEP policies and procedure
2. Ensure safety and provide emergency and evacuation planning, practice, and implementation
3. Work all scheduled shifts per STEP and department policy and procedures
4. Pursue opportunities for training and professional growth and share information and skills with others
5. Maintain professionalism and appropriate confidentiality
6. Complete all necessary documentation including participation in activities, medication administration, implementation of behavior programs, etc., thoroughly and accurately
7. Accept and perform 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, skills and abilities 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 experience in working with persons with disabilities is preferred

Knowledge/Skills/Abilities:

1. Must have strong communication skills
2. Must be dependable and reliable
3. Must have basic computer skills and be able to use all required software
4. Must have ability to problem-solve and assist in decision-making, including during emergencies
5. Must maintain current status regarding assigned core competencies and other required certification acquisition within established schedule and timelines
6. Must meet the criteria to be an approved driver for STEP and have reliable transportation
7. Must have the ability to work productively with individuals and other team members to develop relationships
8. Must possess excellent oral, written and interpersonal skills and good customer service skills

Physical Demands and Work Environment:

1. Ability to accommodate alteration of scheduled hours or days off as necessary
2. Ability to function with minimal supervision and coaching within the responsibilities of the job description
3. Ability to perform repeated lifting, pushing, pulling, bending, stooping and reaching, a minimum of 50 pounds
4. Ability and capacity to assist individuals with physical disabilities and other needs such as maneuvering a wheelchair, assisting with adaptive equipment, accessing communication devices, etc.
5. Ability to provide for the personal care needs of the person, potentially including assistance with hygiene, eating, bathing, etc.

6. Ability and capability to prevent or mitigate physical aggression directed towards self or others using redirection, gradual guidance, or other approved techniques

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