

## **Job Description**

### **Direct Support Advocate**

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**Position Title:** Direct Support Advocate

**Reports To:** Program Director

**Employee Status:** Level I - Full-time (40 hours per week) offering leave time, medical, dental, vision, & 401K benefits

**FLSA Status:** Non-exempt, hourly, overtime eligible

**Starting Wage:** \$13.75/hour

Cascade Connections is seeking compassionate and dedicated employees to join our team immediately. We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Support includes daily life skills, community integration through outside activities, and assisting in medical care.

#### **Job Summary:**

Support individuals with developmental disabilities to reach their full potentials intellectually, emotionally, spiritually and physically. Assist each participant with his/her daily needs, as specified in the individual's care plans and Activities of Daily Living (ADLs). Assist with program development for participants. Conduct oneself in a professional manner, and abide by agency and state policies and procedures at all times.

#### **Requirements:**

Must be 18 years of age or older and have a high school diploma or equivalent. Willing and able to perform the personal care and housekeeping chores detailed in this document. Candidates will be organized and efficient. One year of experience working with individuals with developmental disabilities and familiarity with Quicken and Microsoft Office applications preferred. Must clearly speak, write and understand English and be able to communicate effectively. Meet bank and Social Security credit requirements to be a signer and act as Representative Payee for participant bank accounts. Willing to submit to for-cause drug testing and able to meet the "Additional Requirements" below within the specified timeframes.

#### **Additional Requirements:** (to be obtained within timeframes specified)

- Orientation & Safety Training and Policy & Procedures Training (first day of employment)
- First Aid/CPR/AED Certification (within 30 days of hire, prior to working unsupervised)
- 40-hour CORE and 30-hour Population Specific trainings (within 120 days of hire)
- Home Care Aide (HCA) Certification (within 200 days of hire)

- Nurse Core Delegation Training (prior to being delegated for medication administration)
- Hepatitis B vaccine or waiver (within 30 days of hire)
- Passing Federal fingerprint background check (initial background check authorization submitted within 1 day of hire; fingerprints for Federal background check submitted prior to working unsupervised)
- Valid Washington State Driver License, clear driving record and reliable transportation (upon hire)
- Residence phone or cell phone (upon hire)
- US bank account for direct deposit (upon hire)
- DD Specialty Training (if not required to take 40-hour CORE, within 120 days of hire)
- Mental Health Specialty Training (CCH only, if not required to take 40-hour CORE, within 120 days of hire)
- Food Handler's Permit (CCH only, within 14 days of hire)
- Negative 2-step T.B. test results (CCH only, initiated within 3 days of hire)

#### **Physical Requirements of the Job:**

- Lifting, transferring and positioning:
  - At times, one person or two person lifts are required.
  - Participants may require transferring with the use of a Hoyer Lift.
  - In an emergency, staff may be expected to move up to 100 lbs.
- Bending, scooping and reaching:
  - Assist participants with physical therapy exercises.
  - Dress participants and change attends when necessary.
  - Assist with laundry, carrying supplies and putting away supplies.
  - General household cleaning/maintenance (mopping, vacuuming, tidying up, dishwashing, washing windows, changing light bulbs, yard work, etc.)
- Transportation:
  - Assisting participants in and out of vehicles, including individuals who use wheelchairs or mobility devices.
  - Follow proper procedures for securing seat belt straps, safety straps and belts for wheelchairs.

#### **General Responsibilities:**

- Understand and regularly review each participant's Person Centered Service Plan (PCSP) and, and follow plans when providing care. In addition, CCH staff must also know and follow participant Negotiated Care Plans (NCPs).
- Understand and regularly review Individual Instructional Support Plans (IISPs). Carry out goals and training programs as specified in the IISP, and provide care that is consistent with the IISP. Document all goals worked on appropriately.

- Understand and regularly review Positive Behavior Support Plans (PBSPs) and Functional Assessments for applicable participants. Follow strategies identified in the participant's PBSP in response to his/her challenging behaviors.
- Follow support plans in regards to medication administration, and document medications in the Medication Administration Record (MAR).
- Support participants to complete Activities of Daily Living (ADLs) as independently as possible. Assist and supervise participants with daily personal care (e.g., bathing, toileting, etc.) to ensure their safety and well-being at all times. Assist participants in carrying out basic household chores, (e.g., cooking, cleaning, doing laundry, etc.)
- Support participants to access the community by referring to activity calendars, while allowing flexibility for scheduled and unscheduled outings. Assist participants with community interactions. Be professional and lead by example.
- Establish and maintain positive communication, working relationships and professional boundaries with participants, guardians/family members, healthcare practitioners, community members and co-workers. Keep the Program Director apprised as issues arise.
- Assist participants with financial transactions as directed by supervisor or advocate. Keep receipts for all participant purchases and document appropriately.
- Assist participants in accessing appropriate transportation, either by agency vehicle or by public transportation. (\*Note: Staff may be asked to use their personal vehicles only when agency vehicles are unavailable.) Help keep agency vehicles clean and in good repair by reporting any damage or problems to the Program Director.
- Assist and instruct participants in emergency evacuation procedures. Conduct quarterly apartment safety checks.
- Read information boards and Therap SComms/T-Logs, check box for notes and exchange pertinent information with staff during shift change.
- Complete all documentation on assigned participants prior to leaving shift. Documentation includes, but is not limited to, Medication Administration Records (MARs), ADLs, Intake and Elimination, IISP goals, T-Logs, etc.
- Report unusual or emergent situations to the Program Director. Complete Therap General Event Reports (GERs) within 24 hours of the incident for management review.
- Immediately report alleged or suspected abuse/neglect/exploitation to Residential Care Services (Complain Resolution Unit) and the Program Director.

- Safeguard the confidentiality of participant records and information (see Confidentiality Pledge.)
- Participate in all designated in-service trainings and attend all staff meetings, as directed by the Program Director.
- Punch in and out of Sentric at proper times to ensure time worked is reported correctly. Submit time card, verifying its accuracy, by due date. Communicate to management any discrepancies between time worked and schedule.
- Other duties, as assigned by management.

### **Advocate-Specific Responsibilities:**

- Schedule participant medical appointments (e.g., physicals, dental, psychiatric, etc.), and transport/accompany participants to appointments. Schedule and attend all follow-up appointments requested by the healthcare provider. Obtain necessary paperwork (e.g., Consultation Forms, prescriptions, etc.) from healthcare providers and file appropriately. Document all appointments in the medical book and on Therap.
- Implement all medication and/or treatment changes prescribed by healthcare providers. This may require that the advocate:
  - Provide management with a copy of the prescription to be put in the MAR.
  - Obtain verbal consent from participants and/or guardians prior to starting new medications. Follow-up with written consent within 90 days.
  - Fill and pick-up new medications from the pharmacy.
  - Prior to starting new medications, send a copy of the prescription to the delegating nurse, and obtain delegation instructions, when necessary.
  - Communicate changes to direct support staff via Therap SComm.
  - Ensure prescriptions are written such that they can be followed. Prescriptions must be specific with respect to dose, frequency, route or application site and end date (if applicable).
- Account for and keep records of participant finances and financial transactions. This includes, but is not limited to:
  - Developing Individual Financial Plans (IFPs) at least annually, but more often if financial statuses change.
  - Assisting participants with purchases and paying of bills.
  - Obtaining receipts and check carbons (if applicable) for all purchases.
  - Entering all transactions in Quicken and checkbook registers at least weekly.
  - Preparing and submitting monthly bank and EBT statements for reconciliation within 2 weeks of receipt by gathering carbons and

- receipts for statement transactions and performing a mock reconciliation.
  - Depositing paychecks to participant checking accounts within one week of receipt.
  - Transferring money from participant savings accounts to checking in a timely manner, to prevent overdrafts.
  - Ensuring participant assets (checking and savings combined) do not exceed \$1,700.
  - Maintaining Personal Property Logs for items with values exceeding \$75.
- Arrange and attend annual service assessment meetings with Case Manager. Invitees to the meeting must include the participant, his/her guardian(s) and job coach, and management. Assist in the development of care plans/Negotiated Care Plans (NCPs).
  - Following the annual assessment, use the new Person Centered Service Plan to develop and implement the Individual Instruction Support Plan (IISP) and individual goals, with assistance and approval from the Program Director. Review goal data at least every six months to determine the need for revision. Send signed IISPs and six-month data reviews to the Case Manager.
  - Develop, implement and/or revise Positive Behavior Support Plans (PBSPs) and Functional Assessments annually, with assistance and approval from the Program Director. For participants who also have ETPs, notify the Program Director when the ETP is within one month of expiring. Send updated and signed plans to the Case Manager. Review ETP data monthly and PBSP data at least every six months to determine the need for revision.
  - Renew consents and release forms annually, and have forms signed by participants and/or guardians. Consents include, but are not limited to, Customer Rights, Medical Consent, Consent to Manage Participant Funds and Release of Information forms for all entities with whom the program share's information about the individual.
  - Review the MAR, ADLs and any other applicable logs weekly, to ensure complete and accurate documentation. If incorrect documentation is noted, contact the staff who made the error.
  - Assist management in providing direct support staff with training and instruction on assigned participants.
  - Assume "on-call" responsibilities on a rotating basis. Will be reachable and available to respond to emergencies or staffing issues that arise at all times during his/her assigned week.

**Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.**