

Job Posting

Direct Support Advocate

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.

Position: Direct Support Advocate

FLSA Status: Non-exempt, hourly, Full-time (40 hours per week)

Benefits: Level I - offering paid leave time, medical, dental, vision, & 401K benefits.

Wage: \$12.75 per hour

Job Summary:

The Direct Support Advocate is responsible for assisting each participant with reaching his/her fullest potential spiritually, intellectually, emotionally and physically. Responsible for assisting each participant with his/her daily needs.

Job responsibilities include, but are not limited to:

- Provide participants with daily personal care, (e.g. bathing, toileting, etc.) and supervision to ensure their safety and well-being at all times.
- Know, understand and regularly review each of the participants' Plan of Care and Negotiated Care Plans prior to providing care.
- Develop, implement and/or revise PBS plans with the assistance and approval of the Program Coordinator and/or Program Director.
- Maintain accurate data on all IISP goals and care plans.
- Re-new release forms annually or as needed. Prepare forms for approval by the Program Director and either send forms to parents/guardians or have ready to sign at IISP meeting,
- Ensure advocate check-offs are documented on daily, weekly, monthly and turned in to the Program Coordinator monthly. *All tasks on check-offs must be complete.*
- Review the content of client books to ensure documentation has been completed by other staff. Follow-up on incomplete documentation, leave notes for staff and ensure documentation is completed.
- Advocates who are designated clients with ETP's must keep the Program Director informed of when ETP's will expire.
- Advocates may be asked to assist the Program Coordinator with training new staff.
- Advocates will be responsible for scheduling participant doctor appointments and transporting/accompanying participants to appointment and ensure necessary documentation is obtained and recorded from the health care provided.
- Ensure scripts are obtained from health care providers and necessary information is on script.

- Lead Staff/Advocates will be responsible for organizing shift tasks for all staff on that shift. He/she will lead the team and set a positive tone for the shift, prioritize tasks, and ensure all tasks are completed by end of shift.
- Will be designated as the “on-call” person on a rotating basis. Will be responsible for responding to emergencies or staffing issues that arise during his/her assigned week. Ensure on-call log is being documented.
- Provide positive instruction to other staff on shift when care plans are not being followed correctly or when tasks need to be completed.
- Responsible for the accounting and record keeping for their designated participants’ checking and savings accounts

Requirements:

- Prefer experience in working with individuals with developmental disabilities.
- Ability to work well with people and demonstrate leadership qualities.
- Ability to make quick, independent decisions.
- Must be 18 years of age and have a high school diploma or equivalent, higher education preferred.
- Pass a state background check and clean driving record.
- Willingness to work non-standard work hours to meet immediate, short and long-term needs.
- Reliable transportation.
- Renew and maintain required forms and documentation relevant to participant’s care.
- Assist with training new staff.
- Strong organizational skills.
- Ability to work independently as well as in a team environment.
- Ability to prioritize tasks and time management.
- Ability to use Microsoft business applications.
- Effective and professional written and verbal communication skills.
- Ability to represent Cascade Connections professionally in the community.
- Facilitate meetings and Care Plans as well as implement plans and goals for each participant.
- Available for on-call shifts on a rotational basis and able to respond to emergencies and/or staffing issues during these assigned shifts.

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

To apply: Please fill out an employment application located at <http://cascadeconnections.org/about-us/employment/>