

Title: ALIVE General Aide
Hours: on-call
Wage Range: \$17.49 to \$23.44 per hour
Supervisor: ALIVE Coordinator
Exempt Status: Non-Exempt

Job Summary:

The ALIVE Program provides day services, independent living skills, job development, job placement, and job coaching services to individuals with developmental, intellectual and physical disabilities. Under general supervision, the General Aide works with individual consumers to provide; transportation support; wheelchair assistance, assisting consumer in accessing recreation & community services. This position requires intensive consumer contact.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Learn to create, modify and utilize a variety of appropriate instructional materials in a community and integrated setting.
- Provide support during special events as needed
- Provide toileting assistance for consumer requiring special assistance in this area
- Assist in transitioning consumer to and from wheelchair, if needed
- Ensure that all records necessary for monitoring consumer are completed including medication binder and daily attendance records
- Establish and maintain rapport with parents of consumers
- Assist consumer in gaining training in, recreation, inclusion, socialization, education, self-advocacy and mobility training. These trainings may take place in group or individual settings.
- Ensure safety of consumer while present at ALIVE Facility and in the community
- Transport consumer within the community
- Clean and maintain healthy environment in ALIVE facility and vehicles
- Helps maintain a safe working environment for staff and consumers
- Act as a mandated reporter of adult abuse while performing job responsibilities
- Other related duties as assigned

Required Skills/Abilities:

- Must be an effective team member with the ability to work in a team environment
- Ability and willingness to work with an individual that may have repetitive tendencies, challenges with emotional regulation, emotional and verbal outburst, verbal interruptions and/or aggressive behaviors (i.e., yelling, self-injurious behavior)
- Willingness and ability to learn about behavior modification tools and best practices
- Must be reliable and extremely trustworthy
- Must be able to travel with consumer as they are transported to and from the program
- Knowledge and understanding of the Person Centered Approach relating to consumers
- General understanding of inclusionary practices
- Demonstrated understanding of principles and procedures of record-keeping and data collection related to behaviors
- Demonstrated proficiency to learn case management and monitoring skills
- Basic level of proficiency in Word and Internet e-mail
- Effective written and communication skills
- Ability to earn CPR/1st Aid certification within first 30 days of employment

- Ability to pass Community Care Licensing and background clearance including fingerprints
- Ability to complete the General Aide training component.

Education and Experience:

- High school diploma or equivalent
- 1 year experience in comparable position
- 1 year experience in record-keeping

Physical Requirements:

- Position requires sitting, standing, walking, assisting people with walking at times, kneeling, squatting, stooping, bending, lifting, reaching arms overhead
- Must have dexterity of arms, hands and fingers to operate medical equipment
- Moderate to heavy lifting required
- Pushing wheelchairs as well as moving tables or chairs
- Use of computer, telephone and copier is typical
- Occasional exposure to difficult and challenging behavior from consumer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.