**POSITION SUMMARY:**

The Program Assistant reports to the Program Manager. The Program Assistant is responsible for assisting with compliance requirements to meet state regulations. The Program Assistant provides direct assistance to the House Managers and Program manager of Day Spring. The Program assistant is accountable to the Program Manager.

**QUALIFICATIONS:**

* At least 21 years of age
* Degree in a related field and/or 3 years’ experience with adults who have intellectual disabilities in a community setting
* A good working knowledge of computers and Microsoft Office products required
* Must be able to work independently, take initiative and be self-motivated
* Previous experience with persons who have intellectual disabilities and an interest in working with people in a community setting
* Valid driver's license required

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Appropriate use of time
* Maintain clear and accurate records
* Cooperates and supports all community members
* Compliance with personnel policies
* Monitor and advocate for the rights and welfare of residents
* Maintain the health, safety and welfare of all participants
* Demonstrates respect for others and openness to the insight of others
* Willingness to learn
* Attendance at community meetings and trainings
* Commitment to building community and modeling the mission of Day Spring
* Assist and cooperate with the family members and other community members
* Operate the residences and provide services in accordance with established Day Spring policies, KY licensure, HUD guidelines, DDID regulations and best practices

**RESPONSIBILITES:**

* Oversee a safe, clean and comfortable living situation
* Conduct weekly audits of medical binders
* Train, provide support to DSP’s and House Managers/Supervisors
* Maintain health, safety and welfare of all residents
* Monitor staff that are serving our residents
* Review medical binders for compliance within the home
* Attend and participate in resident Plan of Care meetings
* Assist Program manager with oversight for resident events
* Assist Program manager with all monthly supervisor and house manager meetings
* Participate in the monitoring to ensure reporting of CIR’s are done within the time frame
* Weekly site visits of each home
* Track doctor’s appointments on google calendar, ensure all paperwork gets turned into the wellness assistant within 24 business hours.
* Review accuracy and completeness of residents’ binders
* Verify compliance with Medicaid waivers (daily notes, monthly summaries, incident reports, etc.)
* Required to work every other weekend
* Required to fill in as a direct support professional when needed (call offs, staff shortage).
* Report to the Program Manager
* Other duties as assigned

**PHYSICAL DEMANDS OF THE PROGRAM ASSISTANT:**

1. Be healthy and physically fit including the physical requirements of lifting individuals, standing for long periods, crouching, twisting/turning, weight bearing, swimming, walking and other physical activities as required.

2. Be able to lift up to 50 pounds.

3. Exhibit abilities to see, hear and speak to individuals under their care.

4. Must possess a valid driver’s license to operate and drive a vehicle.

**WORK ENVIROMENT FOR THE PROGRAM ASSISTANT JOB**.

Work is normally performed in an office or residential facility while performing the responsibilities of the Program Assistant job.

The employee is occasionally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Program Assistant job. Typical work duties can vary depending upon what it is needed, however in most cases, the Program Assistant will be responsible for the health, safety and welfare of the residents. This can include administering medication, updating records, providing emotional support, and resident education.

It typically may require longer workdays and varied schedules. They may have to work nights, weekends or even over the holidays.

Additionally, the Program Assistant will need to protect themselves from possible work-related hazards, during the course of resident care, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.

**I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.**

Printed Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_