



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

Day Program - Direct Care Provider/Driver

JOB TITLE: Day Program Direct Care Provider
DEPARTMENT: Day Program/Transportation
REPORTS TO: Day Program Manager
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY: Work with members both individually and in group settings through dynamic programming such as music class or culinary. Through day programming members can work on life skills while increasing individual independence along with opportunities for continued habilitation. When needed you will provide direct care to members to make sure they are safe and continue to become more self-dependent. Provides necessary transportation to and from the Civitan Village each day for our members to take part in daily programming.

ESSENTIAL ROLES AND RESPONSIBILITIES:

Direct Care

- Provide member training in life skills to increase independence
- Perform tasks as outlined to the Individual Service Plan (ISP) established by the Support Coordinator, in conjunction with the individual and/or family
- Communicate and interact with members on an individual and group basis, promoting individual choice, freedoms, responsibility and support for members
- Perform all tasks necessary to ensure the health, safety, and general welfare of the members

Transportation

- Conduct themselves appropriately and professionally and obey all laws of the Arizona Vehicle code and Civitan's transportation policies
- Assist members to enter and leave vehicle, assist in buckling seat belts as needed, use wheelchair lift as needed, load and unload baggage, wheelchairs, walkers, and other items
- Performs a vehicle sweep to ensure no person is left behind

General Operations

- Strictly adhere to the Civitan confidentiality policy and all state and federal laws such as by not limited to HIPA
- Administers non-prescription and prescription medication as prescribed by licensed medical professionals
- Reports unusual incidents in proper fashion while notifying the appropriate staff within required time frames

Administration Functions

- Measures and documents members progress based off their ISP
- Maintains, updates, and ensures the confidentiality of member files and records
- All logs and documentation must be appropriately filled out
- Other duties as assigned

DESIRED QUALIFICATIONS AND SKILLS:

- Must be 21 years of age to drive a Civitan vehicle
- High school degree or equivalent level of education
- Experience working with people with intellectual and developmental disabilities
- Must be able to assist members which involves physical activities, including but not limited to, kneeling, reaching, stretching, bending, etc., and the use of household cleaning products
- Must be able to physically able to: operate an agency transport vehicle; manual dexterity to keep documentation records; visually and auditorily monitor members; utilize prevention and support to prevent behavior harmful to members or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR

- Organized in order to manage multiple projects simultaneously
- Team player who will collaborate with existing staff
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs
- Current driver's license and valid auto insurance coverage required
- Upon employment provide a current year MVR driving record that will meet satisfactory driving history for the insurance provider, and provide copy of MVR for the last three years

ADDITIONAL INFORMATION:

Compensation commensurate with qualifications and experience. This role will be working with our Day program and be a part of our transportation team as well. A strong candidate would possess a passion for success, a commitment to improving the lives of individuals with disabilities.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to James Maloney (jmaloney@campcivitan.org), phone (704.807.6527). Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.