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| **JOB TITLE** | Activities Program (LEAP) Direct Support |
| REPORTS TO (title) | LEAP Manager |
| DEPARTMENT NAME | Adult Services |

1. **POSITION SUMMARY:** The Activities Program (LEAP) Direct Support Staff will instruct clients with a variety of abilities in life skills, leisure and social activities, pre-vocational skills and mobility. This position ensures clients are engaged throughout the day within group or independent activities and/or in a community setting or online program. This is accomplished in a fun and supportive environment utilizing arts & crafts, music, video, meal preparation, outings and education to stimulate and encourage growth and life enrichment. There is a great sense of fulfilment helping individuals reach their goals while working with a creative team. This position is offered at 30 hours per week.
2. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** 
   * Participate in set-up and follow through of skill training and behavior programs
   * Maintain all necessary on-the-job records and record daily data entries into appropriate recordkeeping systems
   * Instruct and assist clients in self-care skills to maximize level of independence
   * Train clients to be mobile within the building and in the community, including riding the bus
   * Assist clients to access leisure, social and work opportunities
   * Engage clients in daily activities and encourage participation, skill development and exploration
3. **OTHER DUTIES AND RESPONSIBILITIES:**

* Provide assistance with toileting and personal hygiene as needed
* Gain familiarity in specific client protocols
* Assist in developing strategies to minimize inappropriate behaviors and coach/mentor appropriate ones; assist in designing online curriculum
* Prepare/distribute meals and assist with feeding as needed
* Take clients on community inclusion outings, 1:1 or in a group
* Assist in other areas as assigned, including Vocational Academy support and online training

1. **MINIMUM QUALIFICATIONS AND EXPERIENCE**:
   * High School Diploma or equivalent
   * Dependable transportation; valid Oregon driver’s license with driving record sufficient to qualify to drive agency vehicles
   * Ability to pass an Oregon Department of Human Services background check
   * Experience working with adults with intellectual/developmental disabilities preferred but not required
2. **PHYSICAL DEMAND:** 
   * The physical effort typically applied in this job may include: Pushing, Pulling, Lifting (50 lbs.), Carrying, Reaching, Bending, Keying/Typing, Driving, Standing, Walking, Speaking and Repetition. Much of this will depend on the specific demands of the assigned task.
3. **MENTAL OR VISUAL DEMAND:**
   * Continuous mental and visual focus is required while supervising client activities
4. **WORKING CONDITIONS:** 
   * Work conditions will typically be indoors in a climate controlled environment
   * Work conditions will vary with outdoor weather during outings
5. **ATTENDANCE:**
   * The Activities Program Direct Support position requires availability based on client/ business need.
   * It is imperative that attendance protocols are adhered to and that Department Call-In Policies are maintained at all times
6. **SAFETY:**
   * There is never a good reason to risk your own personal safety or that of a co-worker, client or business partner.
   * Being pro-active to prevent injuries or incidents is an expectation
   * All injuries or incidents, no matter how small, must be reported
7. **FSLA:**
   * The position of Activities Program Direct Support is a non-exempt position
   * Non-Exempt positions are eligible for overtime pay
8. **EEO CLASSIFICATION:** 
   * The position of Activities Program Direct Support is considered a Category (9) Service Worker
9. **SIGNATURES & DATES:**  **The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

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| *Immediate Supervisor* | *Date:* | *Employee (Print)* |  |  |  |
| *Human Resources* | *Date:* | *Employee (Sign)* | *Date:* | | |