



JOB DESCRIPTION

JOB TITLE: Rehabilitation Technician
JOB CLASSIFICATION: Full time, part time or PRN
REPORTS TO: Day Services Coordinator
JOB PURPOSE: Assist with development, organization and operations of the Day Services Program.

JOB RESPONSIBILITIES:

1. Implement a wide variety of cognitive, social, recreational and community integration activities for program participants to achieve individualized goals.
2. Provide input to the implementation of Individual Support Plans (ISP).
3. Review ISP and provide supports in accordance to ISP.
4. Provide appropriate supervision and training to program participants during day services program activities to ensure safety and goal achievement.
5. Assist with activities of daily living (ADL), including but not limited to toileting, dressing, meal preparation and supports during meals.
6. Transport and supervise program participants who volunteer or engage in other community integration activities.
7. Complete required documentation including daily log notes for behavioral goals, data, and records of billable time usage.
8. Attend and participates in staff meetings and team meetings when applicable.
9. Report concerns and issues to Day Services Coordinator for supports.
10. Make referrals and linkages to appropriate support services based on the needs of the program participants.
11. Make recommendations to supervisor and funding agency to accurately reflect funding needs of the program participant.
12. Assist with agency fundraising events, when applicable.
13. Follow all personnel policies and procedures.
14. Maintain clean, orderly and safe environment.
15. Familiarize self with and follow facility and department policies and procedures.
16. Perform other duties as assigned by the supervisor.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE: High school diploma or equivalent required, direct care experience supporting individuals with developmental disabilities and/or brain injury survivor populations highly preferred. Candidates should possess: knowledge of disabilities; knowledge of resources within the community; ability to comprehend, speak, read, and write effectively in English; ability to do basic math; ability to problem solve, to effectively multi-task, plan and prioritize to meet deadlines; effective

communication skills; basic computer skills (required). Must be certified in CPR, first aid and MANDT (these trainings will be provided upon hire along with required agency trainings).

MISCELLANEOUS: Reliable vehicle, driver's license and auto insurance with the ability to travel independently required. Must have the ability to obtain a Class E Missouri license within 60 days of hire. Must have the ability to continually walk or stand up to 3 hours; ability to lift, push, pull or otherwise move objects up to 50 pounds in weight. Must have the availability to work days, evenings, nights and weekends.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employees may be requested to perform job related tasks other than those specifically presented in the job description.

Employee

Executive Director

Originated by: Megan Ingerman
Approved by: Donna Gunning
Revised: 9/16, 2/17
Reviewed: