

CAPC, Inc.
Position Description

Position: **DIRECT SUPPORT PROFESSIONAL;** non-exempt, hourly

Supervised by: Case Manager

Supervisory Responsibilities: None

Job Duties:

- Assist Case Manager & team members in developing individual goals & objectives with the individuals we support
- Provide individualized instruction and support for individuals with disabilities
- Implement the community-based supported employment, supported living, and community inclusion services
- Follow assigned schedule; call in schedule changes as necessary
- Utilize schedule requests timely to ensure individual participation in necessary and appropriate activities
- Transport the individuals we support
- Accompany the individuals we support on public transportation
- Document the progress of the individuals we support on a daily basis
- Document incident reports in a timely manner
- Report abuse/negligence incidences to appropriate reporting agencies
- Maximize the independence and dignity of the individuals we support while ensuring personal safety in the community
- Handle and report emergency situations and challenges per program guidelines
- Assist individuals with activities of daily living, incl. restroom assistance, bathing, employment, etc.
- May be given an opportunity to work Overnight Support shifts (see Acknowledgement Form)
- Specific projects as assigned
- Fulfill mission, goals, and objectives of CAPC

Position Requirements: High school diploma or GED required; Valid CA driver's license; Safe, reliable vehicle with current registration and insurance; Recent DMV print-out with good driving record; Ability to lift between 50 lbs to 75 lbs depending on individuals served and pass post-offer physical; Must pass criminal background check; CPR and First Aid Training by completion of second week of employment; Read, speak, write English; Ability to work independently with or without direct supervision; Exercise sound judgment at all times; Ability to effectively and articulately communicate verbally and in writing, i.e. telephone, email, reports, etc.

Desirable Qualifications: Volunteer or paid work experience with persons with disabilities; Higher education; Flexible work schedule; Bilingual in Spanish and English

Wage and Benefits: \$16.00 - \$17.00/hr depending on education and experience
Mileage reimbursement and cell phone stipend
Medical, Dental, and Vision Insurance
401K with 25% company match