

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS  
JOB DESCRIPTION**

**Job Title:** Community Supports Aide  
**Reports To:** Community Supports Supervisor; Assistant Community Supports Supervisor; Home Manager; County Director; Prevocational Manager; Director of Environmental Resources; Older Adult Day Program/Drop-in Manager  
**FLSA Status:** Non-Exempt  
**Classified As:** Paraprofessional  
**Effective Date:** 1/24/02  
**Revision Date:** 11/11/04

**SUMMARY :**

This position supports consumers who live in various community settings and provides various service elements which are designed to support, train and enable agency consumers to achieve and/or maintain independence in the community, by implementing activities, tasks, instructional programs, etc., as outlined in the individual plan of service. This position is assigned to a primary worksite, but may work in other community settings as needed.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

**QUALIFICATIONS:**

**EDUCATION, CERTIFICATES and/or EXPERIENCE:**

1. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
2. Valid driver's license.

**LANGUAGE SKILLS:**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

1. Participation in training and education as necessary to maintain current competency(ies) in skill areas essential for implementing job duties and responsibilities.
2. Good character and emotionally stable with the ability, experience, education, and training to perform the duties assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.
2. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must regularly lift and/or move up to 50 pounds.
4. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. The employee must be free of tuberculosis.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. The employee is regularly exposed to toxic or caustic chemicals and blood-borne pathogens.
3. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.
4. Work hours necessary to meet consumer and family needs, which includes a variety of hours.

**CONFIDENTIALITY:**

The effectiveness of NBHS and its service is dependent upon confidential relationships with people. It is the policy of NBHS that all consumer related information shall be kept confidential according to section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, consumers or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

**REQUIRED TRAININGS:**

The following Northpointe trainings are required for this position:

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| 1. Recipient Rights           | Required within 1 month of hire. Review as necessary.  |
| 2. Safety                     | Required within 3 months of hire. Annual reviews required  |
| 3. Universal Precautions      | Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required. |
| 4. Adult CPR                  | Required within 1 month of hire. Annual reviews are required.  |
| 5. CPI                        | Required within 3 months of hire. Annual reviews are required.   |
| 6. Introduction to Res. Serv. | Required within 3 months of hire. Reviews as necessary.  |
| 7. Health & Meds              | Required within 3 months of hire. Reviews as necessary.  |
| 8. Nutrition & Food Service   | Required within 3 months of hire. Reviews as necessary.  |
| 9. Environmental Emergencies  | Required within 3 months of hire. Reviews as necessary.  |
| 10. Defensive Driving         | Required prior to agency vehicle use. Reviews as necessary.  |
| 11. Youth Care Training       | Required within 3 months of hire. Reviews as necessary.  |
| 12. First Aid                 | Required within 3 months of hire. Reviews every 3 years.   |
| 13. Child CPR                 | Required within 3 months of hire. Annual reviews are required.   |
| 14. Person-Centered Planning  | Required within 3 months of hire. Annual reviews are required.   |
| 15. Cultural Diversity        | Required within 3 months of hire. Annual reviews are required.   |

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists clinical staff in administering and documenting therapeutic activities, as directed in the consumer's individual plan of service.

Safely transports and accompanies consumers to and from community needs according to the individual plan of service, including assisting passengers to enter and leave vehicles, using proper loading and unloading procedures and ensuring seat belt use by passengers.

Attends and participates in staff/team meetings.

Advocates and ensures that the rights of each individual child/consumer is protected.

Observes and documents consumers' behaviors involving interaction with others, physical health, communication, feeding patterns, toileting, etc. to facilitate assessment and development of treatment goals, if required.

Physically intervenes with the consumers when necessary, in order to prevent injury to property, self, or others.

Works a variety of shifts and/or locations, with multiple functions in order to meet the needs of the consumers.

Administers medications as prescribed by a Northpointe physician.

Interacts with consumers and involves them in activities that are a part of their daily routine, adapting them as necessary so the consumer can participate to the fullest extent.

Assists consumers as needed with bathing, personal hygiene and dressing, etc.

Record progress notes on all consumer related contacts.

Maintains a safe and therapeutic environment for consumers, coworkers and the community at all times.

Assists with housekeeping and routine maintenance, in order to maintain a safe and clean facility.

Maintains a safe driving record.

Complies with weather condition protocols.

#### **ADDITIONAL DUTIES FOR CSA WORKING IN A RESIDENTIAL SETTING:**

Assists with and/or prepares, serves, and in most homes, eats meals with consumers to act as role model.

#### **ADDITIONAL DUTIES FOR CSA WORKING IN A PREVOCATIONAL SETTING:**

Actively participates in the assessment and development process for prevocational tasks and analysis.

#### **ADDITIONAL DUTIES FOR CSA WORKING IN TRANSPORTATION:**

Completes vehicle inspections. Reports equipment condition, consumer concerns and other necessary information to supervisor.

Maintains mileage log and other necessary paperwork, according to agency policy and procedure.

#### **ADDITIONAL DUTIES FOR CSA WORKING IN EDT:**

Keeps consumers socially active with peers through activities to include, but not limited to, reminiscing, group discussions, dice games, cards, walks, ROM, etc.

#### **ADDITIONAL DUTIES FOR CSA WORKING IN ACT:**

Assists consumers and/or family in the home environment and helps with the linking and coordinating of services, under the direction of the ACT team.

Educate consumers on aspects of mental illness and recovery.

**ADDITIONAL DUTIES FOR CSA WORKING IN COMMUNITY SUPPORT:**

Assists consumer and/or family in the home environment and helps with the linking and coordinating of services, under the direction of the consumer or family's clinical team.

**COMPETENCIES:**

1. Strong team skills and the ability to work effectively as part of different group projects.
2. Proficiency in microcomputer software necessary to perform job functions.
3. Demonstrate commitment to quality consumer care.
4. Demonstrate use of effective intervention techniques necessary to avoid injury to self or others.
5. Demonstrate adherence to NBHS policies and procedures regarding medication administration.
6. Demonstrate knowledge and understanding of person-centered planning.

**ADDITIONAL COMPETENCIES FOR CSA WORKING WITH DD CONSUMERS:**

1. Demonstrate knowledge and understanding of developmental disabilities.
2. Demonstrate appropriate lifting and transferring techniques.

**ADDITIONAL COMPETENCIES FOR CSA WORKING WITH MI CONSUMERS:**

1. Demonstrate knowledge and understanding of mental illness.
2. Demonstrate appropriate response to symptomatic (e.g. psychotic) consumers.
3. Demonstrate knowledge and understanding of psychotropic medications and side effects.

**ADDITIONAL COMPETENCIES FOR CSA WORKING WITH OAS CONSUMERS:**

1. Demonstrate knowledge and understanding of Alzheimer's and Dementia.
2. Demonstrate appropriate response to elopement risks.
3. Demonstrate appropriate lifting and transferring techniques.
4. Demonstrate knowledge and understanding of basic health conditions/risks in older adults.

**ADDITIONAL COMPETENCIES FOR CSA WORKING IN TRANSPORTATION:**

1. Demonstrate use of appropriate loading and unloading techniques.
2. Demonstrate use of safety techniques.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

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Employee Signature

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Date