

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Community Supports Aide
Reports To: Community Supports Manager; Home Manager
FLSA Status: Non-Exempt
Classified As: Paraprofessional
Effective Date: 01/24/02
Revision/Review Date: 12/23/14

SUMMARY :

This position supports individuals who live in various community settings and provides various service elements which are designed to support, train and enable agency individuals 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:

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses.

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

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.

MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply, and divide in all units of measure.

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.
3. Basic knowledge of computer navigation.

ADDITIONAL QUALIFICATIONS FOR CHILD CARING INSTITUTION STAFF:

1. Completion of high school.
2. Child Abuse/Neglect Central Registry Clearance

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 regularly uses cleaning supplies.
3. The employee may be exposed to blood borne pathogens.
4. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.
5. Work hours necessary to meet individual 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 service recipient 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, service recipients 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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| <ol style="list-style-type: none"> 1. Adult CPR 2. Child and Infant CPR 3. Corporate Compliance & Ethics 4. Customer Service I 5. Diversity 6. Driver Safety | <p>Required within 3 months of hire. Reviews every 2 years.</p> <p>Required within 3 months of hire. Reviews every 2 years.</p> <p>Required within 3 months of hire. Annual reviews are required.</p> <p>Required within 3 months of hire. Reviews as necessary.</p> <p>Required within 3 months of hire. Annual reviews are required.</p> <p>Required before driving an agency vehicle. Reviews as necessary.</p> |
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7. Drug Free Workplace	Required within 3 months of hire. Reviews as necessary.
8. Environmental Emergencies	Required within 3 months of hire. Annual reviews are required.
9. First Aid	Required within 3 months of hire. Reviews every 2 years.
10. Gentle Teaching	Required within 3 months of hire. Reviews as necessary.
11. Harassment	Required within 3 months of hire. Reviews as necessary.
12. Health and Medications	Required within 3 months of hire. Reviews as necessary.
13. HIPAA	Required within 3 months of hire. Annual reviews are required.
14. Infection Control	Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
15. Intro to Community Services	Required within 3 months of hire. Reviews as necessary.
16. Nonviolent Intervention	Required within 3 months of hire. Annual reviews are required.
17. NorthCare Network Org. & Comp.	Required within 3 months of hire. Reviews as necessary.
18. NP Health Navigation	Required within 3 months of hire. Reviews as necessary.
19. Nutrition and Food Service	Required within 3 months of hire. Reviews as necessary.
20. Person Centered Planning/LEP	Required within 3 months of hire. Annual reviews are required.
21. Personal Care, Hygiene & Groom	Required within 3 months of hire. Reviews as necessary.
22. Recipient Rights	Required within 3 months of hire. Annual reviews are required.
23. Safety	Required within 3 months of hire. Annual reviews are required.

ADDITIONAL TRAININGS REQUIRED FOR COMMUNITY SUPPORTS AIDES WORKING WITH CHILDREN:

1. Quick Wrap Required within 3 months of hire. Reviews as necessary.
2. Parent Skill & Development Required within 3 months of hire. Reviews as necessary.
3. Direct Therapeutic Intervention Required within 3 months of hire. Reviews as necessary.

ADDITIONAL TRAININGS REQUIRED FOR COMMUNITY SUPPORTS AIDES WORKING WITH AUTISM SPECTRUM DISORDER CHILDREN 18 MONTHS TO 5 YEARS OF AGE:

1. Overview of autism spectrum disorders
2. Overview of applied behavior analysis
3. Principles of behavior/function of behaviors
4. Behavioral measurement and data collection
5. Generalization and it's importance in sustainability of learned/acquired skills
6. Medical conditions/illnesses that impact behavior

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Safely transports and accompanies individuals 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. Appropriate car seats to be used according to Michigan laws.

Attends and participates in staff/team meetings.

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

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

Provides verbal, nonverbal, behavioral or physical interventions according to CPI training.

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

Administers medications as prescribed by a Northpointe physician.

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

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

Record progress notes on all individual related contacts.

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

Assists with housekeeping and/or 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 individuals to act as role model.

ADDITIONAL DUTIES FOR CSA WORKING IN TRANSPORTATION:

Completes vehicle inspections. Reports equipment condition, individual 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 ACT:

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

Educate individuals on aspects of mental illness and recovery.

ADDITIONAL DUTIES FOR CSA WORKING IN COMMUNITY SUPPORT:

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

COMPETENCIES FOR ALL CSA:

1. Demonstrates the ability to teach daily life skills to enhance individuals' independence.
2. Demonstrates strong team skills and the ability to work effectively as part of different group projects.
3. Demonstrate commitment to quality individual 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.
7. Demonstrate appropriate lifting and transferring techniques.

8. Demonstrate knowledge and understanding of psychotropic medications and side effects.
9. Demonstrate use of appropriate loading and unloading techniques.
10. Demonstrate use of safety techniques.

ADDITIONAL COMPETENCIES FOR CSA WORKING WITH DD INDIVIDUALS:

1. Demonstrate knowledge and understanding of intellectual/developmental disabilities.

ADDITIONAL COMPETENCIES FOR CSA WORKING WITH MI INDIVIDUALS:

1. Demonstrate knowledge and understanding of mental illness.
2. Demonstrate appropriate response to symptomatic (e.g. psychotic) individuals.

ADDITIONAL COMPETENCIES FOR CSA WORKING WITH AUTISM SPECTRUM DISORDERS (ASD) RELATED TREATMENT WITH INDIVIDUALS 18 MONTHS TO 5 YEARS OF AGE:

1. Demonstrate knowledge of Autism Spectrum Disorder (ASD) and basic concepts of Applied Behavior Analysis (ABA).
2. Demonstrate knowledge and understanding of principles of behavior, behavioral measurement and data collection.
3. Demonstrate an understanding of generalization and its importance in sustainability of learned/acquired skills and medical conditions/illness that impact behaviors.

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.

Employee Signature

Date