

Project AMOR
DDD Program Staff
Job Description

Project AMOR's Program Staff are responsible for supporting special needs children enrolled with the Arizona Department of Economic Security, Division of Developmental Disabilities (DDD). Project AMOR Program Staff shall provide supports in a comfortable natural learning environment which could be in one of Project AMOR's facilities and/or in the community. Project AMOR Staff shall ensure that children are always in a safe and secure environment, both physically and emotionally and Program Staff shall develop age appropriate activities that keep the children active ensuring they continue to learn and grow when they are being served by the agency.

This position also consists of forming relationships with fellow staff, DDD personnel, Parents, Guardians, and other persons affiliated with the child/family team. Project AMOR Program Staff shall be dependable, flexible, patient and sensitive to the needs of the children and family members. This position can be fulltime or part-time and include transporting children to and from their homes, schools, community events, in either an agency vehicle or in their personal vehicle. Program Staff hours may vary and will most often occur during the week, on weekends, during out of school time, etc.

Prospective candidates should have a Bachelor's Degree in a Human Services related field and/or at least 2 years caregiver experience. Candidates will be at least 21 years old, provide an application/résumé, 3 "good" references, and have a good driving record. Candidates must pass a Class I Fingerprint/Background Clearance process, pass an initial drug screening, submit a notarized Criminal History Self Disclosure Statement, pass the Central Registry background check and complete Project AMOR's Initial Direct Care worker training.

Initial/direct care worker training will include review of agency mission & values, Policies and Procedures, Introduction to Developmental Disabilities, Mandatory Abuse Reporting notice, Consumer Abuse/Neglect, Driver's policies and procedures, Orientation to Program and Consumers; incident reporting, Safety Guidelines, DDD Mission and Value Statement, Professional Conduct and Interpersonal skills, Consumer Rights, Confidentiality, Preventing Behavioral Incidents, Communication with Families, Respect, Dignity and Positive Interactions, Skill Building Techniques, ISP Process, Medication Administration, Psychotropic Medications, Seizures and other disabling conditions, Recognizing and Responding to medical illness & emergencies, Diet and Nutrition, Hygiene & Health, Transportation/Driving policies and procedures. Additional Certification/Trainings will include Article IX, CPR and 1st Aide.

All staff shall be mutually agreed on by all parties (consumer/primary caregiver/Project AMOR) prior to working with any consumer and Project AMOR shall encourage participating (i.e. interviewing) from all said parties when recruiting potential staff to provide services to the consumer.

Program Staff shall ensure that:

- Trainings and certifications (DDD & Project AMOR) shall be current at all times and re-certifications shall be renewed prior to expiration,
- They report problems or concerns regarding clients to the DDD Support Coordinator and Project AMOR's Director.
- They communicate with Project AMOR's Executive Director, administrative staff and any other team members to best meet the needs of the client(s).
- They establish, assemble and maintain case files/charts with appropriate documentation regarding client(s).
- They treat clients with respect and dignity.
- They keep appointments/visitations and adhere to scheduled visitations.
- They shall abide by the State of Arizona Division of Developmental Disabilities (DDD) and Project AMOR's Rules of Confidentiality.
- They keep records of time and mileage and submit in a timely manner.
- They record, type and submit progress notes in a timely manner.
- They will alert Project AMOR's Director and other parties involved of vacations, illnesses etc., with as much advance notice as possible (especially if a substitute Program Staff is required).
- They perform assigned daily and/or weekly cleaning duties after using the facility to ensure visitation area is kept neat.
- They attend all scheduled/mandatory staff meetings.

DDD Services description

Afterschool Program - After School Program is offered Mon - Fri 2-6pm when school is in session (typically Aug-May). Project AMOR's program is structured to provide specialized sensory-motor, cognitive, communicative, social interaction and behavioral training to promote skill development. Routines include playtime with other children, snack, story time with interactive activities associated with it, singing, arts & crafts, movies, water play, and homework support if applicable, etc. AMOR staff is required to provide copies of daily contact notes to families and provide quarterly progress notes to DDD Case Managers.

Attendant Care -Attendant Care services include meal prep and clean up, eating, assistance with eating, bathing, dressing, grooming, toileting, mobility, transferring, cleaning, laundry, shopping, attending to certified service animal needs and general supervision. AMOR may provide transportation to accompany consumer in the community; shopping, pick up medications, etc. Project AMOR's business hours are M-F 8am-5pm however service times can be offered per consumer's needs. Services will be provided in consumer's residence &/or in the community. AMOR's main consumer is 0-21yrs. Service delivery can also include medication administration, documentation, First Aide, Specialized foods/diets, carrying out program objectives and reporting all incidents to caregivers &/or DDD. Staff will keep a log of daily activities and provide quarterly progress to program coordinator.

Habilitation- Habilitation service provides learning opportunities designed to help a member develop skills and independence. Habilitation may be provided to increase or maintain independence and socialization skills; increase or maintain safety and community skills; increase or maintain the members health and safety; provide training in essential activities required to meet personal and physical needs, alternative and/or adaptive communication skills; self-help/living skills, Develop the members support system to reduce the need for paid services; Help family members learn to teach the member a new skill. Project AMOR's business hours are M-F 8am-5pm however service times can be offered per member's needs. Services will be provided in member's residence and/or where the skill will be executed. Staff will keep a log of daily progress and provide quarterly progress notes to program coordinator or communicate quarterly progress to the program coordinator. Should the provider not observe progress, or the member meets the goal prior to the quarterly report the provider must report this to the program coordinator so all parties can determine if another goal will be put in place.

Respite - Respite Services will provide short-term care to members eligible for supports and services through the Division and they are intended to temporarily relieve unpaid caregivers, such as, family members. Project AMOR's hours are M-F 8a-5p but services will be offered 24/7 and can also be accessed through an on-call system. Services will be provided in the consumers home or in the community, whichever is preferred. Project AMOR's main consumer will be birth-21 years old but older consumers shall be considered. Service delivery can include the following; medication administration, documentation, First Aide, Specialized foods/diets, transportation, carrying out program objectives, ensuring safety and reporting all incidents to caregivers and/or DDD.

Summer Program -Summer program is offered from the beginning of June through the end of July and accommodates approximately 30 children Monday through Friday from 9a-3p. Teaching strategies begin immediately when the child starts and progress is documented daily by program staff. Summer program is community based with a different outing daily. Program staff will ensure health and safety measures are in place to accommodate health needs of clients and assist with physical needs and daily living skills. Project AMOR's activities and schedules will be sensitive to all participants developmental levels, ISP goals and child's interests. Summer program shall primarily encourage socialization and learning opportunities based around individual levels of development, e.g. cognitive, social-emotional, language, adaptive, etc.

Transportation – This service provides or assists in obtaining various types of transportation for specific needs. This service provides non-emergency ground transportation as prior approved by the division. There are two types of transportation 1) Scheduled 2) On demand. Scheduled transportation is provided to and from a day program service or employment related service. On demand is authorized when the member needs intermittent transportation to obtain an authorized service or to fulfill a mandatory obligation in the member's planning document/ISP. All drivers with Project AMOR must be 21 years of age or older, have a current and valid Arizona Driver's License and/or Chauffer's license, must submit a 39 month Motor Vehicle Record (MVR) at the beginning of employment and every 6 months thereafter. Employee shall not have any revocations or suspensions and less than 8 points on their license within the last 39 months. A signed log will be maintained with the members pick up/drop off location and time, signed by all appropriate parties and turned into the program coordinator for billing at the end of the month and/or when completed.