

## **#277 DIRECT SERVICE PROVIDER**

Classification Level (3)

Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal: 2/13/18 External: 2/15/18**

**Hourly Rate: \$8.91 – \$14.07**

**Hours: 32.5/week**

**Apply To: R. Klemme**

**REPORTS TO:** Adult Program Manager

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Direct Service provider is responsible to provide individualized supports and training for adults with disabilities. This position plans and implements a variety of activities that promote the independence, personal growth and community integration skills of participants.

### **TYPICAL RESPONSIBILITIES:**

1. Train, monitor and provide personal care to assigned day program participants.
2. Complete required paperwork (daily notes, goal tracking, behavior checklists, semi-annual reports.)
3. Design, and implement a variety of activities to engage participants in personal skills, recreation activities and community integration.
4. Maintain a clean and safe environment for participants and coworkers.
5. Utilize a variety of training strategies and methods to meet the participants' needs.
6. Establishes and maintains professional relationships with volunteers, community representatives and KAC personnel in planning and carrying out events and opportunities for participants.
7. Monitor participants during lunch time.
8. Demonstrate flexibility and versatility to changing needs of participants.
9. Assist participants who are getting on and off of buses.
10. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
11. Accompany participants and perform required monitoring duties during community activities.
12. Perform other duties as assigned by supervisor.

### **OCCASIONAL RESPONSIBILITIES:**

1. Transport participants in company vehicles to community outings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 6/30/2017

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- Experience working with persons with disabilities.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with culturally diverse staff, consumers and stakeholders.
- Auditory, oral, visual and written communication skills.
- Willingness to work with severely disabled adults.
- Valid driver's license and good driving record.
- Maintain current CPR and first-aid training.

### **PREFERRED QUALIFICATIONS:**

- Training or experience in planning activities.

### **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 functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds infrequently, 40 pounds frequently, transfer persons from wheelchairs to alternative positions is necessary, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **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.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Revised 6/30/2017