

- Employees must be acceptable to the families and the children served.

VI. JOB RESPONSIBILITIES:

ESSENTIAL:

1. Must be able to work a flexible schedule as negotiated with the Families served
2. Must engage the child in activities designed to promote growth and community inclusion.
3. Must work with the family and the Case Manager to develop and implement goals targeted at increasing the child's ability to function in the community, with his family and with a goal of preparing the child for adult services.
4. Must coordinate program implementation between self and other caregivers of the same child.

VII: EQUIPMENT:

1. Household appliances (stove, microwave, washer and dryer, vacuum, etc.)
2. Phone
3. Computer, fax, e-mail
4. Adaptive equipment per program.

VIII. COMPETENCIES:

JOB SPECIFIC:

1. Ability to resolve conflict in a professional manner.
2. Demonstrate effective verbal/written communication skills with peers, clients and supervisors.
3. Interact with clients in a professional and respectful manner.

CORE:

1. Customer Focused Service
2. Adapting to Change
3. Accountability and Initiative
4. Striving for Excellence
5. Teamwork
6. Promoting the Association

IX. CAREER ADVANCEMENT OPPORTUNITIES: DSP, QMRP (with education)

X. APPROVED: 2/06

SIGNATURES:

SUPERVISOR

DATE

EMPLOYEE

DATE