**Designated Manager**

***Overview***

***Qualifications***

In order to qualify as the Designated Manager, **you must meet one of the below requirements:**

1. A baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older.
2. An associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older.
3. A diploma in a field related to human services, and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older.
4. A minimum of 50 hours of education and training related to human services and disabilities; and four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the requirements identified in (1) to (3) above.

**AND you must also have a minimum of three years of supervisory level work experience in a program providing director support services to persons with disabilities or persons age 65 or older.**

***Job Duties***

* Managing Designator Coordinator and other staff
* Conduct client intake, admission, and assessments
* Attend client support meetings as needed
* Develop/implement client CSSPs
* Review client documents to ensure licensing standards are met
* Maintain accurate records, reports
* Act as a liaison between family, guardians, and other providers
* Review incident and emergency reports
* Develop and oversee daily client programming
* Conduct program evaluations and quality assurance reviews

**Direct Support Professionals Job Description**

***Overview***Provide guidance and support to individuals who have physical and/or intellectual disabilities, mental health conditions, or medical needs.

This position provides personal or medical care as needed, teaches appropriate behavior and provides behavior management assistance. This position also assists in teaching daily living skills as written in an individual’s support plan.

***Qualifications***

High school education or equivalent.

***Job Duties***

* Follow and provide feedback with person-centered and behavioral outcomes.
* Assist with cares or activities with individuals according to their preference or needs. This includes, but is not limited to, household chores (cooking, cleaning, personal hygiene, laundry, dishes, vacuuming, fixing bed, household maintenance, etc.), community involvement, social, recreation and leisure skills, communication skills, personal safety skills, appropriate behavior.
* Maintain professional boundaries
* Maintain confidentiality
* Ensure the safety and well-being of the individual(s) served at all times.
* Assist clients with self-advocacy skills and promote independence.
* Transport individuals (adhering to all safety policies and laws) as needed to meet program objectives and individual needs.
* Medication management, if applicable to the individual. Ensure medical appointments are attended.
* Assist with preparing healthy meal plans
* Accurately complete, maintain, and submit all documentation and written records as required by the department
* Participate in continuing education and ongoing training.
* Ability to be trained or operate a Hoyer Lift, Van Lift (wheelchair), and/or manual lifts.