

UNITED CEREBRAL PALSY ASSOCIATION OF STANISLAUS COUNTY, INC.

PROGRAM FACILITATOR

Job Description

This position is responsible for the direct care and supervision of consumers attending day programs.

AUTHORITY:

The Program Facilitator is an at-will employee serving under the immediate supervision of the Program Coordinator. This program position receives reports and supervision/direction on a daily basis from the Team Leader. It is a non-exempt, hourly position as defined by California Department of Labor subject to DSS Community Care Licensing standards. This position can either be full-time, part-time or on-call and is subject to program hours and budgetary allocations.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess communication skills as well as teaching techniques to effectively implement curriculum, assist with classroom activities and maintain accurate consumer progress notes.
- Must be able to follow and communicate written and verbal instructions to co-workers and consumers.
- Must possess ability and willingness to assist consumers with personal care activities such as: feeding, dressing, toileting, transferring, changing a brief, assisting with catheter and/or colostomy care, feeding using a gastrostomy tube as well as other tasks once you have received the proper training to do so.
- Must be able to comply with the Community Care Licensing requirements for staff of licensed Day Programs – i.e., fingerprints, health screening, T.B. test, and background clearance.
- Must be able to maintain good physical health and safety and use common sense for oneself and for the consumers that attend program.
- Must have a valid California Driver's License and proof of insurance.
- Must be eligible for and/or possess and maintain basic First Aid and CPR.
- Must possess a basic knowledge of computers and computer programs.
- Must be able to lift a minimum of 50 pounds with a two person transfer or with the use of a mechanical lift or other transferring device.

ESSENTIAL DUTIES:

- Must be able to do the following in a timely and punctual manner:
- Record and maintain accurate daily consumer charting records (utilizing appropriate writing skills).
- Prepare, plan and organize appropriate daily course content(s). You will utilize available curriculum and activities to aid you in this process.
- Record and maintain daily paperwork as required by daily needs.
- Must maintain punctual, regular and consistent attendance.
- Must be able to implement academic and independent living curriculum in small and large groups. This must be implemented in a timely and punctual manner.

ESSENTIAL DUTIES:
Continued

- Must be able to assist with the implementation and facilitation of consumer goals and objectives.
- Must utilize the person Centered Planning approach to all work done with the consumers.
- Must be able to maintain active treatment within small and large group settings throughout daily activities.
- Must be able to maintain clear and precise records.
- Must be able to meet deadlines.
- Must be able to assist consumers to self-administer medications in a safe manner.
- Must be willing to maintain confidentiality of any information regarding consumers and/or their families.
- Must be able to record and report consumer concerns, accidents, incidents, or behaviors to supervisors, licensing, and/or regulating authorities.
- Must be able to administer CPR and basic First Aid as needed.
- Must be able to maintain a positive attitude and work as part of a team to ensure the highest quality of services to our consumers.
- Must be able to assist consumers with transportation as part of the daily activities that occur within the program and in the community.

OTHER DUTIES:

- Must be able to maintain a good working relationship with other providers, families, transportation providers and the community at large.
- Must be aware of and support the Mission Statement of United Cerebral Palsy through good job performance, positive attitude and open communication.
- Perform other duties as assigned by Team Leader, Program Coordinator and Executive Director.