

**WESTMORELAND COMMUNITY ACTION
POSITION DESCRIPTION**

TITLE: Support Staff Worker

COMPANY/DEPARTMENT: New Foundations Program

CLASSIFICATION: FULL TIME/PART TIME REGULAR, NON-EXEMPT

REPORTS TO: Crisis Unit Manager

DATE WRITTEN: Revised: June 25, 2018

STARTING SALARY: see pay grade listing

POSITION SUMMARY:

The Support Staff Worker is responsible for providing supportive services to the participants of the New Foundations Program. This position could be regularly assigned to work any of the shifts at the New Foundations Program according to the Program needs.

RESPONSIBILITIES:

1. Provide supervision and support to mental health participants in the New Foundations Program, as well as, adhere to specific program policies and procedures.
2. Develop and implement housing strategy plans.
3. Document daily housing notes.
4. Supervise participants during medication administering times, ensuring they self-medicate according to prescribed dosages.
5. Provide transportation for participants of the New Foundations Program when necessary for housing- related services in the community.
6. Input daily hours worked into the Paychex system at the New Foundations Program site.
7. Attend all mandatory trainings, individual supervisions, and staff meetings as scheduled by the Crisis Unit Manager.
8. Ensure the New Foundations Program is operated in accordance with CSP principles.
9. Ensure participant confidentiality, right to appeal, and individual civil rights are maintained in compliance with HIPAA standards established by Westmoreland Community Action.
10. Actively and attentively engage in performing Program and Agency related activities while on duty, as assigned by the Crisis Unit Manager.
11. Adhere to both the Standards Handbook and WCA Policy Manual.
12. Perform any and all other duties as assigned by either the Coordinator, Crisis Unit Manager or the Director of Mental Health Programs.

SCOPE AND IMPACT:

Provide supportive services to the participants of the New Foundations Program. This position could be regularly assigned to work any of the shifts at the New Foundations Program according to the Program needs. The Support Staff Workers report to the Coordinator.

EDUCATION, SKILLS AND/OR EXPERIENCE:

1. High school diploma or its equivalent.
2. Six months experience as a support staff trainee or one year of experience in a human service agency working with the mentally disabled, elderly or children & youth or two years of college, which includes courses, appropriate to the human services field.
3. Ability to supervise or assist participants in the implementation of their housing goals.
4. Ability to maintain accurate case documentation.
5. Willingness to accompany participants into the community for scheduled housing- related appointments if necessary.
6. Computer knowledge and skills helpful.
7. Valid PA Drivers License required and must carry \$100,000/\$300,000 bodily liability car insurance.
8. Must complete a post job offer physical examination form in compliance with Chapter 5310.21 (e) of the Commonwealth of Pennsylvania Mental Health Manual. This form includes a screening for tuberculosis, is signed by a licensed physician, and certifies the employee is free from any communicable diseases.

Signature_____

Date_____

Supervisor_____

Date_____

*** REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF RESIDENTIAL PROGRAM WORKER.**

Physical requirements - Push/pull, lift/move up to 50 pounds.

Manual dexterity - Perform moderately difficult manipulation - typing, filing, writing, some manual labor.

Coordination - Perform tasks, which require foot and/or hand/eye coordination - driving a car, typing, some cooking, moving of furniture.

Mobility - Walk, stand, sit for prolonged periods of time, drive.

Speech - Articulate with extreme accuracy - employee/client relations, phone contact.

Vision - Read small print, drive a car.

Hearing - Receive verbal instructions, answer phones, intercom, communicate with employees/clients.

Concentration - Able to concentrate on fine detail with some interruption.

Attention span - Able to attend to task function for more than 60 minutes.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of a period extending over long period of time.

Environment Conditions - Indoor/outdoor work.