

**Asotin County
Human Resources Department
P.O. Box 250
Asotin WA 99402**

JOB POSTING

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE OF POSTING: February 3, 2020

CLOSING DATE: Open Until Filled

ANYONE WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION TO THE **HUMAN RESOURCES DEPARTMENT** NO LATER THAN Open Until Filled

FIRST CONSIDERATION WILL BE GIVEN TO REGULAR "FULL-TIME" OR REGULAR "PART-TIME" EMPLOYEES CURRENTLY WORKING FOR ASOTIN COUNTY WHO SUBMIT THEIR APPLICATION BY THE DATE AND TIME SPECIFIED ABOVE.

POSITION TITLE: Employment Direct Support 1 – Part-time

DEPARTMENT: Community Services

REPORTS TO: Program Manager(s)

RATE OF PAY: \$13.77 per hour / up to 17 hour per week

SUMMARY: This position provides expanded support and guidance services to people with developmental disabilities in their home and in their community. This is a human service direct care position that requires experience in working with people with special needs to support them to increase their abilities to function with the least amount of intervention.

DUTIES AND RESPONSIBILITIES: See attached job description

In compliance with the Immigration Reform and Control Act of 1986, Asotin County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG FREE WORK PLACE
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need.**

An Asotin County Job Application is required. Drug test and Background check conducted

**ASOTIN COUNTY
JOB DESCRIPTION**

POSITION TITLE: Employment Direct Support I

REPORTS TO: Program Manager(s)

SUMMARY: Provides support and guidance services to people with developmental disabilities on the job and/or in their community.

NATURE OF WORK: This is human service direct care position that requires the ability to work with people with disabilities who are seeking meaningful employment in the community.

EXAMPLES OF DUTIES: (Duties include but are not limited to)

- Under the direction of the Program Manager(s), provides guidance, support and direction to eligible participants as outlined in program goals and plans.
- Responsible for the well being and safety of participants when providing direct service and for the participant's overall safety as assigned.
- Attends staff meetings, in service training, and other training as available and assigned.
- Timely and accurate documentation and submission of time sheets, expenses, participant reports, and other reports as assigned.
- Involvement of participant's vocational training/job support, as assigned to assure support of the individual goals.

ESSENTIAL FUNCTIONS:

- Ability to understand and follow the confidentiality agreement.
- Ability to read, write, speak and comprehend the English language.
- Physical abilities include standing and/or sitting for extended periods of time, reaching bending, stooping, squatting, twisting, pulling, lifting and fingering.
- Ability to learn basic computer work processing and spreadsheet documentation.
- Ability to transport participants in own vehicle and department vehicles.
- Ability to work with people with developmental disabilities and their family members.
- Ability to understand contract requirements and department policies and procedures.
- Knowledge of self-determination philosophy and willingness to promote activities that guide participants toward greater choice.

JOB REQUIREMENTS:

Knowledge of guidance and support techniques to assist people with developmental disabilities to gain skills in self-direction. This position requires the ability to work a variety of hours including evenings and to maintain a flexible schedule; to work independently within the guidelines of the program assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstration of support to people with special needs.
- Knowledge and experience of the social service system.
- Ability to accept supervision; carry out written and verbal instructions.
- Ability to clearly, accurately and timely complete and submit time sheets, expense forms and other program documentation.
- Ability to adhere to schedule of service; to be on time and prepared to support participants.
- Ability to interact with participants in supportive and respectful manner.
- Ability to clearly communicate verbally; to report behavior and safety issues factually and objectively.
- Ability to interact with co-workers in a team approach which includes assertiveness, conflict management, limit setting and respect of a variety of work styles.
- Knowledge of own behavior and issues and how that relates to service provision and employment performance.
- Criminal background clearance is required for employment and every three years thereafter.

MINIMUM QUALIFICATIONS:

- 18 years of age or older and have at least one year work experience with people with special needs or related field.
- High school diploma or General Education Certificate.
- Valid drivers license and vehicle insurance that meets minimum state requirements.
- First aid and CPR certification as soon after employment as course is offered.
- Hepatitis B shots will be provided, however if separation of employment occurs for any reason during the first six months, this cost of approximately \$160 will be deducted from the final paycheck.