

AVONDALE HOUSE

POSITION DESCRIPTION

TITLE: Direct Support Staff (P/T)

REPORTING RESPONSIBILITY TO: Adult Day Program Coordinator

DAYS WORKED: Monday through Friday

HOURS WORKED: 8:30 a.m. – 2:30 p.m.

PRIMARY ROLE: To insure the smooth operations of the day habilitation classroom, by supporting the implementation of each individual's IPP.

RESPONSIBLE FOR:

- A. Supporting the implementation of target goals and objectives as written on the individual's IPP, as directed by the program coordinator. 80%
- B. Keeping daily data and records on each individual's performance. 15%
- C. Other Related Duties

Participate in quarterly and annual IPP meetings in absence of the coordinator, provide daily correspondence to parents/ guardians as requested, attend and participate in inservice training and staff meetings, supervision in recreation activities, driving and supervising on morning and afternoon van route, and other related duties as assigned by the program coordinator. 5%

QUALIFICATIONS

High school diploma or equivalent, with previous experience with individuals with autism or related handicapping conditions. Can exhibit, through references and previous experience, ability to relate with both children and adults with autism. Clear driving record and background check. CPR certified.