

Lighthouse Vocational Services

Job Description

Position: 1:1 Support Professional

Summary: This position reports to the Vocational Services Coordinator. This role provides daily 1:1 guidance and oversight to a specific participant, ensures goals are implemented in accordance with the participant's ISP, documents the participant's progress and works as part of a team for the benefit of the participant. The 1:1 Support Professional plays a critical role in ensuring the safety and well being of the participant to whom they are assigned as well as that of other participants in the program. This is a part time position which may be combined with other roles to make a full time position.

Qualifications

- Associate's degree in related field and one year of experience in human services or high school diploma/GED and two years of experience in human services.
- Ability to complete documentation in a clear, concise manner using appropriate grammar, spelling and punctuation
- Able to communicate effectively with colleagues, supervisors and participants
- Good organizational and teaching skills

Tasks and Responsibilities

- Completes daily documentation of goals, progress notes and other records in a timely, professional manner
- Maintains participant's confidentiality; files, verbal communication, all written records
- Collaborates with Vocational Services Coordinator to develop appropriate habilitation plans for the participant
- Consistently implements ISP goals for the participant
- Consistently implements medical protocols and/or behavior plans as necessary
- Is proactive in suggesting solutions to concerns and barriers about participant goals and collaborates with the Vocational Services Coordinator to develop and implement solutions.
- Provide supervision and ensures smooth job flow for participant.
- Work with colleagues to promote a positive work environment, valuing the strengths of everyone.
- Participate in organizational fund raising, social and promotional activities to help ensure the continuing viability of LVS.

I accept the above as the description of the job to which I have been assigned and agree to perform these tasks and responsibilities, as defined. I understand that my performance will be evaluated according to these standards.

Employee: _____ Supervisor: _____

Date: _____

Date: _____

8/7/17