

## Discovery Living, Inc. Job Description

### Community Living Assistant

#### Job Summary

The Community Living Assistant (CLA) is an active member of a team providing supported living services to individuals with developmental disabilities. The Community Living Assistant works under the direction of the Community Living Coordinator.

#### Essential Functions

1. Provide the member with professional direct support, supervision and skill training, as identified in the member's Plan of Care (POC). Areas may include, but are not limited to:
  - a. Personal hygiene
  - b. Meal Planning and Preparation
  - c. Clothing Care
  - d. Social Skills
  - e. Transportation
  - f. Communication
  - g. Medication Administration
  - h. Personal Safety
  - i. Money Management
  - j. Home Maintenance/Housekeeping
  - k. Recreation
  - l. Community Inclusion
2. Communicate effectively with the member's family.
3. Provide informal counseling and promote self-advocacy.
4. Assist with medical appointments.
5. Administer prescribed medications and/or first aid.
6. Participate in scheduled support team meetings.
7. Participate in the member's interdisciplinary team meeting.
8. Complete the annual POC assessment with each member.
9. Assist the Community Living Coordinator in meeting member needs and supported community living regulations.
10. Attend mandatory training.
11. Complete daily documentation.

#### Qualifications

A high school diploma or GED is required. Some college education is preferred.

Experience working with individuals who have developmental disabilities is preferred, but not required.

The successful completion of training to dispense medications to members will be required if the assigned members require staff members to administer their medications.

A Community Living Assistant must have a valid Iowa driver's license, and provide proof of insurance coverage. Community Living Assistants must provide proof of obtaining an Iowa driver's license within 30 days of employment. Community Living Assistants will provide transportation in Discovery Living owned vehicles and must be insurable through the agency insurance carrier.

## **Competencies**

Individuals working with members in the Supported Living Program must be able to:

1. Provide support services in a way that relies on mutual respect between member and support staff.
2. Must be able to understand, access and utilize company computer hardware, software and systems in order to promptly and accurately document and submit required reports, data and other forms of electronic documentation.
3. Demonstrate a dedication to member empowerment by providing decision-making opportunities in all aspects of daily living.
4. Organize work, be good at solving problems, be a sound decision-maker, display good communication skills, and give careful attention to details.
5. Cooperate with team members to accomplish team and organizational goals, and be able to adjust to, and manage change.
6. Must be dependable and enthusiastic about performing the job to the best of their ability. They must give attention to their personal appearance and reflect a positive image in the community, and they must work diligently toward total community inclusion.
7. Because the work schedule may vary from day to day and week to week, the Community Living Assistant must be flexible and willing to work with the support team in meeting the needs of the member.

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