



EXTERNAL JOB POSTING ANNOUNCEMENT

HOME AND COMMUNITY BASED SERVICES (HCBS) – DIRECT CARE PROVIDER (P/T)

Scottsdale Training & Rehabilitation Services (STARS) is seeking a **Direct Care Provider (Part-time)** to join the *Home & Community Based Services (HCBS) Team*. Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

Scottsdale Training and Rehabilitation Services (STARS) is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. STARS mission is to improve the lives of people with developmental disabilities by providing a wide array of programs that serve a variety of needs. STARS staff is trained, enthusiastic and devoted to its mission: improving the lives of people with cognitive and developmental disabilities through opportunity. We are always interested in new team members who display a passion for service and improving the lives of others.

POSITION SUMMARY

Responsible for assisting youth or adult participants with developmental and/ or physical disabilities. Provide Home & Community Based Home Services to individuals with cognitive/physical challenges based on individual service plans and personal care requirements. Develop meaningful relationships with individuals in their care. Duties include but are not limited, to assist individuals with goal focused skill-training, personal care, supervising individual in their home environment, participate in community activities, while ensuring a safe environment. Provide transportation for participants as needed.

DUTIES AND RESPONSIBILITIES:

- Provider will use Electronic Visit Verification device upon entry and exiting of each separate service.
- Assist participants with various developmental/cognitive and/or physical challenges using strategies necessary to complete habilitation objectives as indicated in each member's ISP.
- Communicate with family member(s) regarding the participant's needs and family expectations.
- Provide participants with life and social skills training (i.e., Daily living, hygiene, meals, mobility) to increase independence both In-Home and out in the community.
- Record participant objectives and goal attainment.
- Ensure a safe environment and the well-being of participants by adhering to family requirements as well as applicable OSHA Standards.
- Maintain accuracy and security of participant records in compliance with the Division of Developmental Disabilities (DDD).
- Exhibit appropriate role model behavior by using appropriate language, dress, manners, and respect.
- Report participants' goals, progress, and challenges to the HCBS Supervisor and Planning Team
- Serve as liaison between STARS and parents. Develop relationships with participants, parents, DDD staff, and community partners.
- Administer non-prescription/prescription medication, as prescribed by licensed medical professionals, and as stated in members' ISPs.
- Assist participants with attendant care, as needed.
- Perform all transportation duties, as assigned, such as running errands, shopping, taking clients to appointments.
- Maintain logs, receipts, statements, or any other required documentation for fee-based services.
- Review, understand, and adhere to approved policies, standards, services, and procedures.
- Show respect and engage in appropriate interactions with co-workers, community partners, participants, and families/guardians.
- Report unusual incidents on proper forms and inform HCBS Supervisor regarding such incidents.
- Adhere to STARS confidentiality policy as well as state and federal privacy laws.
- Report to work on time, work all hours as scheduled, and obtain prior approval for time off.
- Cooperate with HCBS Supervisor and Planning Team regarding Individualized Support Plans (ISP) meetings on an as needed basis.



MINIMUM QUALIFICATIONS/REQUIREMENTS:

High School Diploma. Two years' experience working with disable youth/adults in vocational, rehabilitation, rehabilitation, or similar services. Bachelor's degree in Education, Special Ed., Social Services, Behavioral Health; preferred. OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Must have a valid AZ driver's license with a clean driving record and meet agency insurance requirements. Must meet DES requirements to obtain and maintain a fingerprint clearance card. Must pass a criminal/background screening. Must have three (3) months experience providing either respite, personal care, or habilitation; must have received training, in implementing and documenting performance of individual programs (e.g., specific training strategies). Must have three (3) months experience aiding an individual to meet essential personal physical needs as described in Arizona Administrative Code ("A.A.C.") R6-6-1532. Must have reliable transportation. Must be 18 years of age. To transport individuals, must be 21 years of age. Must be able to lift 40 pounds. Must be able to lift 40 pounds. Must be able to frequently stand; walk; sit and able to assist participant with physical challenges, such as pushing a wheelchair, kneeling, reaching, stretching, bending, etc.

DESIRED QUALIFICATIONS:

- Demonstrate organizational skills and strong attention to details.
- Excellent communication (verbal/written) and interpersonal skills
- Knowledge of developmental/cognitive and/or physical disabilities and the behavior modification skills and intervention strategies which can be implemented.
- Ability to function independently or as part of a team; able to work with minimum supervision.
- Ability to plan and learn new programs. Have excellent follow-through and problem-solving skills.
- Computer skills in Microsoft Office Suite; specifically, Word, Outlook, Excel, and Teams.
- Demonstrate empathy and understanding of the challenges faced by individuals with disabilities
- Communicate relevant information or concerns with HCBS Supervisor and/or family members.
- Ability to work under stressful conditions that may include dealing with difficult participants and handling multiple work assignments.
- Respond appropriately in crisis situations by calling for assistance as needed; and be able to physical perform First Aid/CPR.
- CPR, First, Article 9, Prevention and Support; preferred.
- AHCCS Direct Care Worker Training and Testing; preferred.

BACKGROUND/SCREENING

STARS conducts pre-employment screening for all positions, including a criminal background screening/fingerprint check. Employment is contingent upon successful passing of the background check

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org

INSTRUCTIONS TO APPLY

Please submit cover letter, resume and three professional references to: jobs@starsaz.org
Job Type: Part-time