

Apostolic Christian LifePoints

Job Description

Position:	Communication Aide
Facility:	Timber Ridge
Department:	Program
Reports to:	Communication Coordinator
Supervises:	None

Scope of Position: The primary purpose of your job position is to planning, organizing, developing, and implementing Speech and Language services as directed by the Speech Coordinator or RSD.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of eighteen (18) years of age and of good moral character
3. Must possess, as a minimum, a High School Diploma, or its equivalent
4. Previous experience working with individuals with developmental disabilities
5. Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of clients
4. Retrieve and record data in the electronic charting system
5. Implement speech/language programs and follows up appropriately
6. Advocate for resident speech/language interventions appropriately

Job Responsibilities:

1. Record all documentation using professional guidelines in an informative and descriptive manner
2. Ensure that data reflects that the Individualized Services Plan (ISP) is being followed
3. Provide resident observations and assist in assessments as part of the Interdisciplinary Team (IDT)
4. Assist, supervise, and provide training for residents speech and language needs during program training and as needed
5. Facilitate and model positive social interactions with community members, visitors and other staff
6. Implement speech and language programs as directed
7. Model and provide training for speech and language interventions and programs as necessary
8. Model and provide training for feeding procedures as necessary
9. Monitor and care for Augmentative Communication options as directed or necessary
10. Advocate for Speech and language needs which encourage independence, normalization and person centered approaches

11. Communicate and work as a team within the Speech department as well as with other departments
12. Assist with basic resident needs if necessary or seek assistance on the individual's behalf

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Must be able to use a computer, phone, etc. as required
6. Must be able to lift, push, pull, and move a minimum of 70 pounds

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Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (Print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____