

**LOL LIFE OF LIBERTY, INC.  
SUPPORT STAFF - JOB DESCRIPTION**



**WORK HOURS:** Monday – Friday, 8:30 a.m. to 3:30 p.m. (*HOURS SUBJECT TO CHANGE*)

**QUALIFICATIONS:**

1. Must be at least 18 years old.
2. Education – High School graduate/equivalent (*if not, must be able to fulfill NLT 12 months after employment*).
3. Experience – One or more years of adult care experience or certification is desired.
4. Must be computer literate and be able to create/manage documents using Microsoft Office suite (Word, Excel and PowerPoint). A skills assessment test may be administered during the interview process.
5. Ability to understand and implement Individual Support Plan (ISP) and Person-Centered Planning (PCP) objectives, chart participants progress, and effectively communicate with staff, participants and those in the community.
6. Possess a valid California Driver's License (CDL) and excellent driving record.
7. Have use of a safe automobile for the purpose of transporting participants (*in urgent situations*) with auto insurance in force as required by California State Law. Current automobile registration. Name must be listed on policy.
8. Be physically able to lift 50 pounds.
9. Must pass a LiveScan background clearance.

**JOB SUMMARY:**

The Support Staff position is essential to our company operations and as we like to say, “*is where the rubber meets the road*”! Support Staff team members interact with and provide direct support to participants enrolled in our Adult Day Program (ADP) on a daily basis. Support Staff also document and maintain daily progress/activity logs for assigned ADP participants. Support Staff also facilitate classroom curriculum and may be assigned to take participants on outings.

**DUTIES:**

1. Attend regularly scheduled in-service training and meet the company's strict daily attendance requirements.
2. Work directly with participants as assigned, implementing ISPs at the facility, job/volunteer site, or in the community, following schedule as directed.
3. Assist in transferring participants from wheelchairs and/or in and out of automobiles.
4. Assist participants in performing supported work duties which may include standing for long periods of time, frequent bending, stooping and lifting.
5. Collect data as directed by the ISPs, including progress, changes, etc., and transcribe into participant's record.
6. Report ANY/ALL unusual occurrences.
7. Maintain a safe environment, perform duties in a safe manner and maintain equipment in good working order.
8. Be knowledgeable of participant's whereabouts at all times. **NEVER LEAVE PARTICIPANTS UNATTENDED OR ALLOW THEM OUT OF VISUAL CONTACT OF THE STAFF AT ANY TIME.**
9. Transport participants utilizing company or POV transportation as needed.
10. Assist participants with toileting, which may include changing protective underwear
11. Perform other job duties as defined by the Floor Supervisor, Asst. Program Director or Program Director.

**SKILLS:**

- Solid written and verbal communication
- Microsoft Office literacy/proficiency
- Initiative and Teaming skills

**NOTES:**

- This position reports directly to the Program Director or Assistant Program Director (*as designated*).
- Management retains the discretion to add or change the duties of this position at any time.

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\*\*\**LOL-LIFE OF LIBERTY, INC. IS AN EQUAL OPPORTUNITY EMPLOYER*\*\*\*