

JOB ANNOUNCEMENT
The Arc of Harrisonburg and Rockingham
In-Home Support Services Staff

Classification: PRN

Reports to: Director of Resource and Respite Services

JOB SUMMARY

The Supportive In-home staff works to implement a habilitation program for individuals with intellectual and developmental disabilities in their homes. The Supportive In-home staff plans and implements PCPs for each individual. The Supportive In-home staff has the responsibility to work with the individual to develop interesting and innovative programs and activities. The Arc of Harrisonburg and Rockingham's goal is to treat each individual with dignity and respect and to provide choice and person-centered planning. The Supportive In-home staff plays a key role in ensuring the success of the program.

DUTIES

1. To assess the needs and interests of the individuals and to assist with the development and writing of PCPs based on the findings.
2. To work with individuals, as assigned, to develop and implement interesting activities that motivate individuals and meet the guidelines of each individual's PCP.
3. To coordinate activities and plans with the Director of Resource and Respite Services and family to ensure the best possible program for the individual.
4. To work directly with the individual and offer guidance, support, and encouragement.
5. To work with the individuals on daily living skills, social skills, and other areas where support is needed in order to fully participate in the activities.
6. To work with individuals on behavioral issues and deal with inappropriate behaviors in a positive manner.
7. To transport individuals to activity sites, if appropriate, in a safe and timely manner.
8. To collect and record PCP data, as required.
9. To follow all requirements and guidelines for a licensed Supportive In-Home support program as required by Medicaid and the State of Virginia as established by The Arc of Harrisonburg and Rockingham's policy statements.
10. To maintain accurate, neat, and up-to-date reports as assigned and required.
11. To attend meetings, staff in-service trainings, and other trainings as required.
12. To communicate regularly with the Director of Resource and Respite Services on any issues and concerns relating to the individuals, staff or anything of concerns relating to the program.
13. To fulfill all duties and responsibilities in a professional, reliable and effective manner.
14. To fulfill other duties as assigned.

QUALIFICATIONS

1. A minimum of a high school diploma or GED.
2. At least 21 years of age.
3. At least one year experience working with people with intellectual and/or developmental disabilities.
4. Ability to pass background checks, drug screen, DMV record check, and TB test.
5. A valid driver's license.

6. Reliability in reporting for work on time, performing high quality work, and remaining with the individual until relieved.
7. Flexibility in scheduling shifts.
8. Clear understanding of and willingness to maintain confidentiality in all matters related to individuals, families, and The Arc.
9. Proven ability to plan and coordinate effective programs.
10. Excellent verbal and written communication skills.
11. Ability to carry out the job responsibilities in a professional manner.
12. Ability to work independently and make decisions in difficult situations.

Agency Overview: The Arc of Harrisonburg and Rockingham is an affiliate of The Arc of Virginia and The Arc of the United States. We currently serve 30 participants in our day support program, and offer teen/adult recreational programs through canteens organized in collaboration with the Park District. As part of a three-year strategic plan, we have added a resource center and respite services to our service offerings, and increasing our range of educational seminars and conferences for individuals and families affected by intellectual and developmental disabilities.

Closing Date: Applications must be received (not postmarked) by 5:00 p.m. on August 8, 2015.

How to submit an Application

- I. Please submit a resume and cover letter. In your cover letter please describe why you are applying for this position and what experience and skills you believe qualify you for it.
- II. Please submit the names, job titles, and contact information for three professional references. Please indicate how you are professionally connected with each.

Please submit complete applications by email to ArcDRRS@hrarc.org or mail to:
Director of Resource and Respite Services
The Arc of Harrisonburg and Rockingham
620 Simms Ave.
Harrisonburg, VA 22802

Incomplete applications or applications received after 5:00 p.m. on August 8, 2015 will not be considered. **No phone calls, please.**