

**CWTC**  
**Job Description**

*Our Central Illinois organization provides programs and services to adults with disabilities; enriching their quality of life, promoting social change, and optimizing their potential for independence.*

**POSITION TITLE:** Direct Service Provider – CILA

**REVISION DATE:** January 2020

**REVIEW DATE:** One Year

**REPORTS TO:** CILA Manager

**PROVIDES SUPERVISION TO:** No Supervisory Duties

**GENERAL EXPECTATIONS:** The Direct Service Provider is responsible for providing training and supervision to the residents and for facility maintenance.

Responsibilities are to be carried out in accordance with CWTC's mission, policies, and in a manner that supports individuals with disabilities. All employees are required to attend mandated training sessions.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent
2. 18 years of age
3. Valid drivers' license and current auto insurance (if shift requires)
4. Experience working with adults with disabilities helpful
5. Must be able to successfully complete DSP classes and pass and complete Medication Administration authorization

**ESSENTIAL DUTIES:**

1. Assist or perform programming, individually or in group settings, to help residents obtain ISP goals
2. Participate on activities with residents including transportation of residents
3. Assist with the preparation of or prepare meals for residents
4. Document resident concerns and progress and maintain files as necessary
5. Daily cleaning of facility, laundry and bed checks (if shift requires)
6. Medication administration

**OTHER DUTIES:**

1. Transportation of or escorting of residents as needed
2. Coordinate medical appointments with assistance of house manager
3. Attend staff meetings and required trainings
4. Perform other tasks, not inconsistent with qualifications or regular duties as assigned

**WORKING CONDITIONS:** Physical conditions include bending, standing, stooping, driving, lifting up to 25 pounds, and being able to stay awake during assigned hours. Environmental conditions include working around cleaning chemicals and kitchen appliances. Interpersonal conditions include communicating clearly with adults with disabilities. Work assignments and schedules are subject to change based on the needs of the facility.

**RELATED CONDITION:** All employees are responsible for reporting any information, however acquired, pertaining to possible abuse or neglect of consumers to the Director of Quality Improvement, the Safety Director, or the Executive Director.

**SAFETY AND ACCIDENT PREVENTION:** Employees must follow all safety policies and use necessary protective equipment when applicable. Employees are responsible for reporting safety hazards and/or accidents to their supervisors immediately.