

Community Integration Aide

Dept/Div: *Community Life Program*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled human support work monitoring and teaching specific skills as outlined in a consumers individual service plans during the daily operations of day services programming, responding to on call or emergency situations during atypical business hours, and related work as apparent or assigned. Work is performed under the limited supervision of the Community Integration Manager and Community Integration Team Leader/Jail Diversion Case Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides oversight of activities in day services including answering phones, taking attendance and assisting in lunch time activities.

Assists the rehabilitation technicians with individual and group rehabilitation activities for persons who may have multiple disabilities including implementing skill development programs, readiness development programs, recreational activities, and College of Independent Learning (C.O.I.L.) classes.

Provides transportation to persons participating in CLP sponsored activities.

Creates all necessary documentation required for the work being carried out.

Attends in-service training and other continuing education programs as assigned.

May provide vocational related duties including transporting and supervising clients in community employment.

Knowledge, Skills and Abilities

General knowledge of standard office support equipment, hardware and software; ability to communicate effectively both orally and in writing; ability to effectively deal with the public in a pleasant, clear voice; ability to use personal computer, calculator, fax machine, and other office equipment; ability to establish and maintain effective working relationships with staff, clients and the general public.

Education and Experience

Bachelor's degree and moderate experience working with the assigned client group, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/first aid and airway obstruction certification.

Certified medication manager.

Chauffer's license.

Applicable position, department, organization and professional training will be provided and must be completed upon

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hire and on an ongoing basis.

Valid driver's license in the State of Iowa.

Last Revised: 12/5/2011