



frazer center

gather. learn. flourish.

*an inclusive community
where people at all levels of ability and disability
gather, learn and flourish together*

Job Description: Community Access Specialist, Adult Programs

Frazer Center is currently seeking a Community Access Specialist (DSP/Direct Support Professional). Each day, approximately 85 adults with intellectual and developmental disabilities are supported by the Frazer Center through a variety of services, including supported and customized employment and community life engagement. In addition, each day Frazer Center serves approximately 180 young children with and without disabilities in an inclusive early childhood education program, and provides a community gathering place in the garden and forest located on its historic 39-acre campus. The Frazer Center has been working for the inclusion of people with disabilities in the Atlanta community since 1949. We are looking for a professional who is committed to person-centered, Employment First philosophy and practice, and to Frazer Center's vision of a more inclusive community.

CATEGORY: Full-time – Non-Exempt **REPORTS TO:** Director of Adult Programs

SUMMARY OF FUNCTIONS: Support adults with physical and cognitive challenges and help facilitate their achievement of ISP (Individual Service Plan) and personal goals. Plan and implement community based activities focusing on participant's choices. Provide training, and instruction in the areas of rights, safety, recreation and leisure, daily living skills, vocational skills, and community integration. Provide direct services that meet or exceed the Center's policies and procedures, licensing and regulatory requirements, and CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation standards. Report daily on an assigned caseload of adults and their progress toward goals. Assist with personal care as needed. Demonstrate a commitment to person-centered planning and each individual's rights to advocate for themselves.

MAJOR DUTIES AND RESPONSIBILITIES

- Demonstrate commitment to the mission and values of the Frazer Center, the rights of people with disabilities to live with dignity and respect, and the philosophies of inclusion and strengths-based, person-centered planning.
- Develop, plan, and maintain daily activities for adults with developmental disabilities based on their interests, strengths, and ISP goals.
- Provide watchful oversight for all participants, but particularly participants assigned to your class or group.
- Assist assigned adult participants and ISP team in assessment and development and implementation of person-centered plans.
- Complete activity notes demonstrating progress on ISP goals and ISP data by the end of each shift. Complete all other required documentation such as HRST tracking, maladaptive behavior logs, seizure tracking, reposition logs, or communication logs as needed. Assure all paperwork is accurate and submitted on time.
- Provide direct assistance in self-help, socialization, and adaptive skills training, retention, and improvement to individual participants and group participants.
- Provide direct assistance in teaching such concepts as rule compliance, attendance, task completion, problem solving endurance, work speed, work accuracy, increased attention span, motor skills, and safety.

- Provide direct assistance in training, retraining, or improving the access to and use of community resources by individual participants or groups of participants.
- Provide active support and direct assistance in participation in community social, recreational and leisure activities.
- Maintain work area – cleaning tables, chairs, and supplies daily/weekly as scheduled. Assures supplies are kept organized and in working order. Return supplies to designated area daily.
- Ensure that the environment, pace of activities, and type of activities are ISP (Individual Service Plan) directed or participant directed. Physically participate with program participants in all activities.
- Spend 90% of the time in direct participant work and 10% in documentation logging.
- Use positive behavior supports to prevent and address disruptive behaviors and to maintain a safe, respectful environment for adult participants.
- Assist with the physical needs of adult participants in the following areas:
 - Toileting
 - Feeding/lunch
 - Arranging room and care for personal needs (i.e., wheelchairs, lap boards, augmentative equipment, etc.)
 - Self-administration of medication
- Assist with vocational support as needed.
- Complete bus duty, including driving Center vans for community trips when assigned.
- Comply with agency policies and procedures to ensure confidentiality of individual's information both written and spoken.
- Maintain a positive and productive environment for participants, respecting consumer's rights, and reporting suspected abuse, neglect, and exploitation of any individual.
- Support program participants in their personal growth and development respecting cultural, ethnic, spiritual, and individual differences. Support program participants to learn and advocate for their human and adult rights.
- Supervise up to 6 adults when on community trips. Facilitate and model appropriate interactions for program participants in community settings.
- Comply with all policies and procedures and all regulatory, licensing, and accreditation standards.
- Complete at least 16 hours of professional development annually which has been approved by Frazer Center supervisor and meets requirements of the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) and CARF accreditation.
- Adhere to schedule provided by the Adult Program Director.
- Display effective team performance.
- Attend and participate in meetings and in-services.
- Substitute for absent staff members as needed.
- Maintain cordial family, caregiver, and community relationships at all times.
- Maintain consistent communications with immediate supervisor and other staff members.
- Perform other duties as assigned.

PHYSICAL FUNCTIONS

- Must be able to lift a minimum of 50 pounds.
- Standing for periods of time (minimum of 30 minutes)
- Walking for periods of time (minimum of 30 minutes)
- Ability to physically assist, guide, & facilitate movement of consumers that need physical assistance (e.g., transfer in/out of wheelchair, support while walking, etc.).

ORGANIZATIONAL RELATIONSHIPS: Reports directly to Director of Adult Programs. Works under day-to-day direction of Adult Programs Coordinator. Works collaboratively with other Adult Programs personnel in carrying out daily activities. Works collegially with all Frazer Center staff, families, and volunteers. Must have the ability and drive necessary to create community connections to enhance programming for adults served.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS: Minimum requirement of High School Diploma/GED. CNA or AA/BA in social work, special education, rehabilitation, or related field preferred. Experience working with adults with developmental disabilities in a supported work, customized employment, educational, or therapeutic recreation environment is preferred. Good written and verbal communication skills and basic

computer knowledge and proficiency. Current CPR and First Aid Certification, valid Georgia Driver's License, criminal background check, and drug screen required. The Frazer Center is a Drug Free workplace.

Other desired qualifications:

- Ability to work comfortably and respectfully within a diverse workforce
- Well-organized
- Cool under pressure
- Positive and energetic with a genuine care for others
- Able to handle multiple priorities in a fast-paced environment
- Creativity and an innovative approach to problem solving
- Demonstrated skills in teaching, coaching, or training

Interested candidates should submit resume and cover letter to hiringmanager1949@gmail.com or by mail to Executive Director, Frazer Center, 1815 S. Ponce de Leon Avenue, NE, Atlanta, GA 30307.

Last updated 12/18/17