

# ANNE GRADY CORPORATION

**Job Classification:** Supported Living Assistant I  
**DEPARTMENT:** Community Programs  
**TITLE OF POSITION:** Supported Living Assistant I  
**IMMEDIATE SUPERVISOR:** Supported Living Coordinator

**NORMAL WORKING HOURS:** As Assigned

**FLSA:** hourly/non-exempt

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

### KNOWLEDGE/SKILLS/ABILITIES:

1) High school graduate or GED required; 2) Experience working with individuals with MR/DD preferred; 3) Ability to work independently; 4) Completion of medication passing training; 5) Acceptable driving record and proof of insurance; 5) CPR/First Aid may be required; 7) Ability to react calmly in case of emergency; 8) Knowledge of Anne Grady Corporation policies regarding Community Programs required; 9) Knowledge of Medicaid regulations preferred; 10) Ability to flex hours as needed; 11) Ability to be a team player; 12) Good record keeping ability; 13) Ability to lift 50 pounds; 14) Ability to push, pull, bend, stoop, and stand for extended periods of time; 15) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals.

### POSITION RESPONSIBILITIES:

1. Provides assistance/training to consumers in the areas of:
  - personal hygiene/grooming
  - meal preparation and shopping
  - money management
  - communication
  - home maintenance, cleaning
  - other areas as deemed necessary through the Individual Service Plan
2. Assists consumers in accessing, scheduling, and providing transportation.
3. Assures opportunities for involvement/exposure to community activities of the individuals choosing.
4. Monitors medical/health status and monitors/dispenses medication as needed.
5. Assures coordination of all medical issues; schedules medical appointments, treatments, and medications as individual caseload requires.
6. Maintains communication with other Supported Living Assistants, Supervisor, and Case Management on a continuous basis (including, but not limited to changes in physical condition, problems or changes in training programs, or other areas of concern).
7. Participates in all required inservice training. Attends all ISP meetings for assigned caseload.
8. Handles emergency situations independently as needed.
9. Responds to wishes/needs of consumers served in a timely and appropriate manner.
10. Provides supported living assistance as needed by consumers served in emergency situations.
11. Assures follow-up on all recommendations as assigned by the team or Supported Living Coordinator.

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- 12. Accesses all appropriate sources of public assistance for consumers assigned.
- 13. Assures timely response to needed repairs or modifications of adaptive or assistive equipment.
- 14. Monitors financial status of and develop needed banking/budgeting systems for consumers assigned and provide bi-weekly reports to appropriate authorities.
- 15. Completes required med training course and follow policies and procedures surrounding administration of medications.
- 16. Follows policies and procedures. Exemplifies Corporation philosophy.
- 17. To ensure that individuals are free from abuse and neglect to the extent possible.
- 18. To report to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
- 19. Performs any other related duties which may be assigned.

List of positions directly supervise.  
If more than eight, list totals only.

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**Signature of Department Director**                      **Date**

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**Signature of Employee**                                      **Date**

Pr-105  
Revised: 2006