

Job Title: Community Support Professional

Program: Adult Day Program

Schedule: Full-Time Position – Monday through Friday 8:15am to 3:45pm.

Summary: Community Support Professionals work directly with other team members to implement support plans for adults who have intellectual and/or physical disabilities. CSP's provide personal care, assistance, and guidance to enhance independence and self-worth for the individuals, we serve both at our center(s) as well as through a wide variety of community experiences.

Responsibilities:

Carry out with thoroughness and accuracy appropriate tasks responsibilities, individual or group activities as designated by the Program to support community participation.

- Carry out all activities that meet the needs of the individuals we serve through CADES Adult Day Program to ensure alignment with individual ISPs/BSPs, Everyday Lives, Community Rule, and CADES Mission & Vision.
- Ensure active programming that best meets the interests and needs of the individuals served.
- Transportation/Community: Provide transportation, supervision, and support during community outings to facilitate active engagement and independence skill-building.
- Toileting: Assist individuals in toileting and hygiene as assigned to ensure personal care needs are met for the individuals you are assigned each day.
- Feeding: Assist with feeding, meal preparation, and clean-up. Ensure assigned individuals are provided dietary requirements that align with ISP and Plans of Care.
- Activities: Implement daily activity schedules and provide assistance as outlined in each ISP to maximize independence.
- ISP Outcomes and Documentation: Assist each individual on his/her goal work per the ISP. Ensure accurately and timely documentation.
- Paperwork: Complete all necessary paperwork as assigned, including attendance, incident reports, seizure charts, behavior charts, tube feeding charts, work orders, employee injury reports, and any other assigned paperwork. Complete all paperwork accurately and in a timely fashion.

- Medication: Obtain/maintain medication administration certification and administer medications according to the procedures when the point person is absent.

Qualified candidates must have:

- Valid Driver's License for the state of residence
- High School diploma or GED
- Flexibility and reliability
- Must be able to lift a minimum of 20 pounds, bend, twist, and turn
- Must be able to accomplish personal care duties for adult individuals such as feeding, toileting, and dressing

CADES Human Resources

401 Rutgers Ave.

Swarthmore, PA 19081

610-328-5955 x1122

Contact: hr@caedes.org

CADES is committed to providing equal employment opportunity to all persons regardless of age, citizenship, color, disability, genetic information (including family members' genetic information), marital status, national origin, race, religion, sex (including pregnancy), veteran status, sexual orientation, or any other protected status. CADES values and promotes diversity as a strategic advantage.