

Allies LLC

Job Description - Allies Provider *(updated 6/5/2023)*

We are looking for motivated, empathetic and creative individuals to join our team supporting adults with disabilities in our community. Our goal is to help individuals reach their fullest potential through focusing on individualized goals and providing group and one on one opportunities for skills training in the home and community.

Here's why you should work for Allies, LLC

- **Make a difference:** Our program wants to find individuals who are passionate about this work and want to make a career out of helping others to achieve their dreams. Your work as an Allies Provider can be integral to helping a person reach their life long goals.
- **Be valued for your skills and ideas:** Allies values a team based approach where ideas and collaboration help to bring ideas to life. It is important to work together to problem solve how to engage and empower the exceptional individuals we serve from a different backgrounds, experiences, barriers, motivations and cultures. We also value making the tools and training available to increase your ability to handle situations calmly and productively.
- **Like to have fun and enjoy a variety of activities:** Help individuals to socialize and participate in a variety of activities one on one or with others are in a group setting. Keep things interesting by working with different individuals and doing different activities throughout the week.

Pay Rate:

- \$19.00-\$20.00 +/-hr starting wage.

Hours:

- **Full-Time:** 25+ hours per week. (Depends on availability, transportation, etc..)
- **Part - Time:** Flexible, part-time hours are available upon request.
- **Overtime:** Paid at time and a half with prior approval.

Benefits

- **Paid Time Off** - accrued at 0.025 per hour worked (approximately 1 hour per every 25 hours) to use towards sick or vacation starting on the first day of employment. These hours can be utilized after 30 days of employment and will not be paid out in the event that the employee is no longer working for Allies, LLC.
- **Medical** - We are able to offer medical insurance after 60 days of employment with an average of 25+ hours per week. Employee contribution is \$50/month.
- **Mileage Reimbursement** - We offer mileage reimbursement at \$0.50 per mile when driving an individual, when driving between individuals and for any additional tasks or trainings discussed in advance with the employer.

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- **Reimbursement** - reimbursement for additional costs discussed in advance. Such as parking, bus passes, training, travel expenses, etc..

Experience/Education Requirements:

- A current First Aid/CPR certification before hire.
- Ability to write at a college level.
- Ability to learn and utilize technology to meet the job requirements.
- Ability and interest to participate in occasional trainings and problem solving sessions.

Experience/Education Preferences:

- At least a 2+ year degree in a related field such as psychology, social work, family and human services; or
- At least 2+ years of experience working with individuals with intellectual, developmental, physical and/or mental health exceptionalities and a 2+ year degree in an unrelated field; or
- At least 5+ years of experience working and volunteering with individuals with intellectual, developmental, physical and/or mental health exceptionalities.

Employee Requirements:

- Over 18 years of age.
- Hold a current driver's license and auto insurance.
- Ability to pass a criminal background check in the State of Oregon.
- Not an excluded Medicaid Provider, debarred provider, or convicted of a disqualifying crime.
- A reliable vehicle that can transport at least one additional person safely (strongly preferred).
- Up to 60 days to reach benchmarks which will include (but not limited to):
 - Completing documentation, following directions and handling emergencies
 - Understanding and accessing a variety of community resources;
 - Understanding of many disabilities and barriers towards success;
 - Understanding of the structure of support services in Lane County;
 - Understanding and application of confidentiality and mandatory abuse reporting practices;
 - Understanding positive behavior supports and task analysis to help analyze and change teaching methods to support positive behaviors in the individuals we support;

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Job Responsibilities:

It is your responsibility to help empower, encourage and educate exceptional individuals in their home and community to be able to live as independently as possible. Each individual is unique in their abilities and will need tailored supports to fit their personal needs. Some of the following supports may be needed for the individuals we support:

- **ADLs** - Activities of Daily Living
 - Ambulation/Mobility/Transferring;
 - Bathing and Personal Hygiene;
 - Dressing/Grooming;
 - Eating/Drinking;
 - Toileting, Bladder and/or Bowel Care;
- **IADLs** - Incidental Activities of Daily Living
 - Housekeeping, Laundry and Organization;
 - Meal Preparation, Exercise and Health Routines;
 - Medication and Medical Supports;
 - Shopping and Budgeting;
 - Socialization and Community Integration;
 - Cognitive and Emotional Reassurance and Support;
- **DSA** - Day Support Activities
 - Be aware of environmental hazards and level of anxiety/stress in group participants.
 - Help the lead educator to implement lessons, encouraging participation and keeping individuals focused and engaged during group activities.
- **Meetings, Trainings, Problem Solving and Documentation**
 - Submit and complete monthly documentation within clear deadlines.
 - Participate in training opportunities and implement these skills while working.
 - Learn about accessing community resources and problem solving situations.
 - Report changes in an individual's status, complete complaint forms or incident reports.
 - Communicate clearly in writing and verbally regarding individuals.
 - Enter information and complete online forms as needed.
 - Maintain confidentiality of the individuals we support.

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Please read the following statements, add any additional comments and sign below:

- I agree that I have read the job description in full and that I have or can acquire the necessary skills, training and qualification required of me to perform the job duties with or without reasonable training or accommodation(s).
- I agree that I am available to work on the following days and times for up to _____ hours per week unless otherwise discussed at least 2 weeks in advance with my employer or if I am unable to work due to illness or injury.
 - Please list the days and times you are available to work on an ongoing basis:
 - Sunday: _____
 - Monday: _____
 - Tuesday: _____
 - Wednesday: _____
 - Thursday: _____
 - Friday: _____
 - Saturday: _____
 - Other preferences: _____
- I agree that I have or can acquire a reliable vehicle and auto insurance necessary for transporting individuals in the community prior to starting employment and that limited use of a vehicle may impact my ability to gain full time employment with Allies, LLC.

Sign _____ Date _____

If you need reasonable accommodations, please describe how Allies can support you to be more successful in this job position.
