

**Resource, Support & Development, Inc.**

Job Description

10/2016

**Substitute Employee**

**PREFERRED QUALIFICATIONS:**

1. 1 year work experience
2. Experience working with developmentally disabled
3. On The Job Training & Training in one or all of the following areas:
  - A. CPR/First Aid
  - B. Medication Certification
  - C. College of Direct Support Tier I
  - D. Behavior Management (MANDT)

**SUPERVISORS:** Supervisor will depend on location.

1. Location Area Manager
2. Program Manager (Group Home, Transitional Living, Supported Living, Day Program)
3. Assistant Manager (Group Home, Day Program-Billings)
4. Senior Instructors, Hab. Tech. II (Day Programs)

**POSITION SUPERVISED:** None

**GENERAL SUMMARY OF DUTIES:**

This position performs a variety of tasks which may vary depending on the program. Tasks may include but are not limited to assisting or supervising consumers with personal care activities, such as bathing, dressing, grooming; provide social and recreational activities and supervision of individual in community activities and/or work; food preparation and cooking meals; laundry; cleaning; transporting consumers to and from activities; may be required to handle emergency and behavior problems; report and document all illnesses, injuries, emergency procedures, or any other unusual incidents, per policy; and other duties as assigned. Substitute Employees are required to complete orientation. Training will be provided and may vary according to the assigned program.

**HOURS OF WORK:** Substitute Employees do not have a set schedule, are not guaranteed hours and are not eligible for insurance benefits. \_\_\_\_\_ (Initials here) The Substitute Employee works on an as needed basis only to fill in for regular staff on leave, or to fill a temporary vacancy. Schedule will be determined by Area and Program Managers depending on the location and position being temporarily filled. Substitute Employees are placed on an active Substitute list and will be called to fill a position, as needed.

I have read and understand the general summary of duties and hours of work as designated above. I agree to work as needed and understand I do not have a set schedule or guaranteed hours. I agree to maintain confidentiality about all aspects of my job as they relate to the individual and the corporation. I also understand that this corporation reserves the right to revise or change my job duties or work schedule as business demands change or needs of the consumers change.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date