Siffrin
Job Description

Title Floater (Full Time)

FLSA Status Non-Exempt

Reports To Program Coordinator

Position Summary

Provides assistance to individuals served in meeting all aspects of daily living in a residential setting.

Essential Functions

Provide assistance to individuals served in meeting their social and emotional needs including assistance with contacting families and friends, and increasing interaction with people in the community.

Assist individuals with home maintenance, food preparations and laundry skills based upon each person's specific need.

Maintain safe and sanitary conditions within the home at all times. This includes completing fire drills and emergency weather drills per agency guidelines.

Provide behavior support to individuals having difficulty so that they can maintain appropriate social interaction with others, and refrain from infringing on their rights.

Provide support to home staff in attending any medical, dental or social service appointments. Accurately communicate with the medical professional's information that the individual cannot or will not communicate on their own. Assistance with appointments should only be done if home staff is unavailable.

Complete documentation during each shift according to agency procedure. Correctly and efficiently file all required paperwork into the home books (Safety, Medication, Programs, etc).

Administer medications and medical treatment according to documented procedures. Follows Delegated Nursing guidelines in the administration of all medicine and treatments.

Assist and support those served in the attainment and implementation of the goals listed on the Individual Plan.

Communicate the needs and concerns of the home and those served through established procedures. The MSL or HC of the home should contact the Floater with any concerns.

Interact at all times with those served in a manner that denotes respect for personal integrity.

Present Siffrin and those served in the community in a positive manner.

Provide opportunities to those served to participate in community leisure activities, shopping, etc. and provide transportation and assistance in those activities.

Maintain and operate the agency vehicle in accordance to agency policy and applicable laws.

Must have reliable transportation for the county you are hired for as you will be scheduled in different homes.

Support and encourage manners of dress, personal hygiene, behavior, home maintenance, citizenship, which will result in a quality and valued lifestyle.

Implement agency and home policies and procedures and maintains compliance with all laws, codes, regulations, and standards at all times in the performance of duties.

Learn and utilize all special and or adaptive equipment with proficiency for those served.

Provide and/or assist those served with the basic activities of daily living. This may include bathing, changing, assistance with personal hygiene, etc.

Ensure staff coverage is maintained at all times. This may include staying beyond a schedule shift, or being temporarily reassigned to another location to provide for the needs of the agency and those served.

Complete additional duties as requested by the Manager of Supervised Living. Any additional duties need to be completed when assigned by the RD, MSL, or HC of the home while on shift.

Complete and maintain at least ten hours of ongoing training per year. This includes all required agency training: CPR, First Aid, Mandt, PDT, Safety and Emergency Training, Delegated Nursing, and Individual Rights. If area homes require Peg Tube and Insulin.

Follow the Siffrin Code of Ethics in the fulfillment of duties.

Be available to work at any home and any hours in the County you are a floater for.

Concerns regarding individuals or the home need to be addressed with the MSL.

Physical and Environmental Requirements

Must be able to lift at least 50 pounds; weight may vary depending on the location.

Must be able to push wheelchairs, use Hoyer lifts, bend, twist, and pick up objects with body and hands.

Must be able to operate a vehicle in all weather conditions to take to grocery store, doctors' appointments, and other community activities.

Qualifications:

A High School Diploma or GED is required.

Must be able to provide physical assistance to some indivduals, including lifting, transferring, bathing, etc.

Must meet agency policy with respect to a criminal background and motor vehicle record checks.

Must have basic computer skills including, Word, Outlook, and internet based knowledge as well as how to navigate and complete basic tasks.

Schedule:

The Manager of Supervised Living will complete and send weekly. The schedule will be based on the needs of the homes. Any concerns regarding schedule should be addressed with the Program Coordinator. Picking up extra shifts must be approved by the MSL or Regional Director. In the event you are scheduled to be on call, you are required to report to the shift if you are called. If scheduled to be on call you are required to answer the call or if you missed return the call within 1 hour receiving the phone call.

May be temporarily or permanently reassigned to other Siffrin locations as needed to meet the needs of the agency and those served.

Interaction:
The Program Coordinator supervises the Direct Support Professional Floaters. Home Coordinators within the homes that the Floater is assigned are able to direct the duties within the home.

Acknowledgements:

DSP Floater Signature

_____ Date_____

Program Coordinator Signature

_____Date_____