

## **The ALTRUIST Group is now hiring!!**

Here at The ALTRUIST Group, we are shaping the future of Home and Community-Based Services to Individuals with Cognitive and Intellectual Disabilities throughout Central and Southern Indiana. The ALTRUIST Group is a Medicaid-Waiver approved agency that provides services and supports to individuals with cognitive and developmental disabilities. The magnitude of the disabilities vary from minor to severe. The ages we serve are across the board as well. Our entire mission is to connect individuals with cognitive and developmental disabilities to their vision of flourishing in their home and community.

We're looking for T.R.U.E. people to join our team! Are you excited to start a career that empowers others to flourish in their communities? We have Part Time, Full Time, and PRN availability. Services will be provided to clients in Floyd, Clark, and Harrison Counties of Southern Indiana.

What positions are we hiring for?

### **Direct Support Professional (DSP): \$13.50-\$15**

The ALTRUIST Group is seeking Community Liaison Professionals to work in 24-hour supported living homes assisting our clients in their daily living. There are a total of 3 shifts; 1)7am - 3pm, 2)3pm-11pm, 3)11pm-7am. However, we are sometimes able to be a little flexible on the start and end times of the shift depending on the specific needs of the home.

Are you?

- Compassionate and show personal interest in the client's needs/goals
- Patient and understanding with clients as they master their goals
- Resourceful in helping clients find activities of their interest
- Able to treat clients with dignity and respect
- Able to model our TRUE Vision TRUE Values (Leadership, Integrity, Teamwork, Inspiration, and Accountability)

### **What will you do as a DSP?**

- DSP's provide supervision and support to clients to foster independence and achievement of their goals such as
- Volunteering in the community
- Common Household Chores such as cleaning and shopping
- Meal preparation
- Budgeting/money management
- Personal daily living skills such as bathing, grooming, and dressing, etc.
- Social interaction in the community like attending church events, eating out, attending sporting events as examples
- Administer medication and attend to other medical needs

### **GENERAL WORK REQUIREMENTS:**

- 18 + years of age
- High School Diploma/GED

- 6 months experience working with individuals with intellectual disabilities and/or experience in a human services field is beneficially preferred
- Home Health Aide, CNA, or NADSP Credential and/or training beneficial
- Own transportation that is properly registered to transport clients as needed
- Valid Drivers' License
- Have Auto Insurance with a minimum of \$100,000/\$300,000 Injury Liability Coverage
- Smartphone with Data Plan for clocking in/out and documentation
- Current CPR and First Aid Certification or the ability to obtain

### **Community Liaison Professional (CLP): \$16.65**

The ALTRUIST Group is seeking Community Liaison Professionals (CLP) that can provide interactive and supportive instruction and supervision to assigned persons served in their own family home and or in other various environments in the community. The CLP will serve as an especially important connection between opportunities that facilitate community access and integration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide interactive supervision and support to individuals in desired activities to foster independence and the achievement of their goals.
2. Understand and implement the strategies and goals identified in the Person-Centered Individual Support Plan (PCISP) and Client Lifestyle Support Profile which will include goals related to community and volunteer activities, home skills, budget and money management, and social interaction skills.
3. Record data in daily documentation on the implementation of goals to evaluate progress in accordance with their PCISP.
4. Utilize and encourage the use of the individual's personal adaptive equipment and/or identified strategies to support the person to participate in desired activities.
5. Use personal vehicle to provide transportation to support the individual in accessing community activities.
6. Facilitate and support networking opportunities for the individual that encourage inclusion, community engagement and progress toward the achievement of their desired goals.
7. Understand & implement the strategies, and record data, as outlined in the individual's Behavior Support Plans (BSP's).
8. Understand and ensure all health & safety precautions are followed and documented as identified in the individual's Risk Plan(s).
9. Administer medication as prescribed by the person's health care provider and document according to the company's medication administration procedures.
10. As directed by the supervisor, participate in quarterly person-centered plan meetings for the individuals you support.

### **COMMUNICATION, REPORTING AND QUALITY ASSURANCE RESPONSIBILITIES**

1. Appropriately schedule own appointment notes in InCare system to correspond with timecard shifts. Closely monitor available hours within system as to not exceed allotted NOA hours for the month.
2. Maintain confidential information in accordance with HIPAA & regulatory guidelines.
3. Use various means of communication (verbal, written and electronic) to complete work and effectively interact with internal and external customers.
4. Actively participate in meetings as directed, act and follow up on assigned items.
5. Actively support a safe and healthy environment, monitoring for hazards and safety concerns of the individuals served.
6. Immediately alert supervisor of any critical or potentially critical issue or crisis situations.
7. Network with customers and other professionals to develop and maintain positive, supportive and collaborative relationships to support the company's mission and initiatives.

### **BUSINESS ADMINISTRATION RESPONSIBILITIES**

1. Ensure hours worked are recorded accurately and submitted within designated timelines.
2. Regularly check email and other forms of electronic messaging and respond to communications within 48 hours or immediately in urgent/time sensitive situations.
3. Identify new potential activities of interest through relevant networking events.

### **REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

1. Must be 18 years of age or older.
2. Must have a High School Diploma, G.E.D, or H.S.E. Diploma.
3. 6 months experience working with individuals with intellectual disabilities and/or experience in a human services field beneficial.
4. Home Health Aide, CNA, or NADSP Credential and/or training beneficial.

#### **BUSINESS AND TECHNICAL SKILLS**

1. Knowledge and proficiency in Person Centered Planning.
2. Ability to apply general understanding and knowledge to carry out instructions in written, verbal or schedule form.
3. Ability to develop schedule and carry-out the logistics for successful implementation.
4. Ability to handle and carry out multiple tasks.
5. Basic computer skills with the ability to learn and effectively utilize identified computer software applications to accomplish tasks.
6. Ability to read, comprehend, interpret and apply information from general procedures, safety rules, instructions, data and reports.
7. Ability to use Basic English grammatical skills to write routine reports and general correspondence.
8. Organizational skills and ability to accurately document data and maintain records.

#### **COMMUNICATION/INTERACTION SKILLS**

1. Verbal and written skills to effectively communicate information to various audiences and customers.
2. Ability to effectively work as a team member and promote a positive work culture.

### **SELF MANAGEMENT SKILLS**

1. Ability to maintain regular attendance as scheduled, be punctual & maintain accurate record of hours worked.
2. Ability to organize self and work activities and take initiative to accomplish tasks.
3. Demonstrate cooperative attitude and tolerance for stress when confronted with critical situations.
4. Ability to maintain confidentiality, integrity and accountability within the scope of responsibilities.

### **GENERAL REQUIREMENTS AND WORKING CONDITIONS**

1. Must have ability to work a flexible schedule, which may include occasional evenings and weekends.
2. Must provide own transportation, have valid driver's license, properly registered vehicle, and driving record must meet insurability requirements. (Unless assigned to a client(s) whose particular needs do not require driving)
3. Must maintain and provide documentation of auto insurance. (Unless assigned to a client(s) whose particular needs do not require driving)
4. Must have ability to lift/move/transfer individuals or materials weighing up to 75 lbs. periodically.
5. Must have ability to stand, walk, stoop, and bend frequently.
6. Must have manual dexterity sufficient to reach, handle items, work with the fingers, and perceive attributes of objects and materials (such as medication, first aid supplies, with meal preparation and household tasks).
7. Must maintain CPR and First Aid certification and must stay current on all other training as defined by Indiana state guidelines, industry accreditation standards and company guidelines. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, toxic and caustic chemicals, and fumes or airborne particles. The noise level in the work environment is usually quiet to moderate.

### **Why Join The ALTRUIST Group....**

- Great Pay and Benefits (Medical, Dental, Vision, PTO, etc)
- Paid Training
- A great way to launch a career in healthcare, psychology, human services, social services, counseling, teaching, coaching/mentoring
- Learning Life Saving skills (CPR/First Aid, Medication Administration, Developmental/Behavioral skills, disability support)
- No uniforms, flexible schedule, get paid to do fun things
- A great way to launch a career in healthcare, psychology, human services, social services, counseling, teaching, coaching/mentoring
- NO EXPERIENCE NECESSARY – We will train you!

**To Apply:** Go to [www.alruistgroup.net](http://www.alruistgroup.net) and click on careers tab

Or contact the Human Resource Coordinator, Natalie Wagner, MSSW by email [nwagner@altruistgroup.net](mailto:nwagner@altruistgroup.net) or phone 812-727-3648 ext 1010.