



Job Description

Title: Service Facilitator

Supervised by: Owners

Job Summary

Under general direction of the Program Coordinator and the direct supervision of the owners this position is responsible for assisting in the day-to-day operations, providing essential services (i.e. personal cares, social, leisure, physical and educational activities, health monitoring as required/requested) to members limited in their activities of daily living.

Summary of Essential Job Functions

The duties and responsibilities in this position are as follows:

- Supervise and interact with our members in a safe and compassionate manner
- Implement creative activities to assist with growth in Activities of Daily Living and Community Integration
- Create a positive and nurturing environment for our members
- Assist with ambulation and transfers with or without equipment, as needed
- Assist with exercises, including range of motion exercises, as needed
- Simple garment changes as needed
- Assist with toileting and adult incontinence undergarment changes
- Assist with basic personal hygiene as needed
- Complete written records of services; reporting the total needs of the member in a timely manner.
- Monitor the members' health status for significant changes. This includes both physical and mental health conditions; communicate concerns to the Owners as well as to the members' caregiver/guardian
- All other duties as assigned

Qualifications

A passion about working with adults with intellectual disabilities, ability to build rapport with members and their caregivers/guardians, a positive and patient demeanor and the ability to work independently is a must. A balance of compassion as well as a command of respect is definitely needed. A person that is confident in their abilities will excel in this position.

Minimum Requirements

High School Diploma or equivalent, 18 years of age or older, valid driver's license and a clean driving record, insurable by business auto insurance, pass the State of Wisconsin's Caregiver Background Check

Abilities Required

Must be able to physically lift a minimum of 50 lbs. unassisted, able to assist with ambulation (with instruction), safely and legally operate a motor vehicle

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.