



Job Description

Title: Service Facilitator – 1:1 staffing ratio

Supervised by: Owners

Job Summary

Under the supervision of the owners directly, this position is responsible for working directly with an individual that due to concerns of safety for self or others must have an individual that specifically works with them during their time at 4U. The facilitator working in a 1:1 capacity will develop a program that is specific for the individual they are working with, provide essential services (i.e. personal cares, social, leisure, physical and educational activities, health/behavioral monitoring as required/requested) as needed, and offer the opportunity for the individual to participate in activities when able within the community either individually or as part of the 4U program.

Summary of Essential Job Functions

The duties and responsibilities in this position are as follows:

- Supervise and interact with the 1:1 member in a compassionate and friendly manner
- Create a plan that takes into account the goals of the individual as well as the Behavior Support Plan as written
- Implement creative activities to assist with growth in Activities of Daily Living and Community Integration
- Create a positive and nurturing environment for the individual
- Simple garment changes as needed
- Assist with toileting/personal cares as needed
- Assist with basic personal hygiene as needed
- Complete written records of service; reporting the total needs of the member in a timely manner.
- Monitor the member's health status for significant changes. This includes both physical and mental health conditions; communicate concerns to the Owners as well as to the member's caregiver/guardian
- All other duties as assigned

Further Summary

The perfect individual to facilitate a 1:1 program can be compassionate and firm at the same time. This unique position offers a much more detailed interaction with one specific individual (as assigned), which will create a position of consistency, independence, and at times dealing with issues of behavioral basing. This position is more independent from the overall program, which requires a staff that can work with minimal supervision, create and implement a program that is active and stimulating for the member assigned to, and require an individual that is able to be a leader, provide structure and basic enforcement of standards as generally established by society. This facilitator is solely responsible for planning, documentation and communication the pertains to the specific member's program and will be the primary contact for the individual in relation to the guardian/caregiver for the specific member. With the owners' guidance and support, this facilitator will be the primary go-to person in regards to the MCO provider staff.

Qualifications

A person that is outgoing, passionate about a population often judged, and willing to uphold expectations and enforce rules; good communication skills (verbally and written), creative and self-starting, and willing to “go with the flow”; finds moments of learning and engagement in simple interactions; physically able to “keep up” with 1:1 responsibility as needed.

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, can follow programs as written, 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.