

# ASCEND SERVICES, INC.

## • Job Description

**JOB TITLE:** Support Leader

**FLSA STATUS:** Non- Exempt

**REPORTS TO:** Director of Social Service &  
Director of Commercial Operation

**DATE:** 2017

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### **POSITION SUMMARY:**

Provide support to program participants including leadership and training in both center-based and community-based sites.

### **ESSENTIAL JOB FUNCTIONS:**

- Implement support services identified in Individual Written Program Plans.
- May need to provide assistance with personal cares as defined by the participant's written plan.
- Maintain awareness of participant's interests, strengths, and needs in order to provide appropriate services and feedback to Case Manager during case review process.
- Participate in the case review process with the participant and the Case Manager as needed.
- Collaborate with each participant's Case Manager and other support staff.
- Maintain good verbal and written communication with all those involved to ensure all parties are kept updated and informed of any changes necessary relating to participant.
- Complete reports as directed.
- Assist with jobs, inventory, and paperwork including time cards, when applicable.
- Follow and enforce all safety rules.
- Respond to emergency situations promptly and if necessary call 911 and administer First Aid or CPR/AED.
- Report any and all accidents/injuries along with filling out reports within 24 hours.
- Promote and maintain confidentiality of participants.
- Attend informational seminars and training sessions as required.
- Perform any other duties assigned by management.

### **JOB REQUIREMENTS:**

**EDUCATION:** High School diploma or equivalent.

### **EXPERIENCE:**

- Experience working with people who are developmentally disabled is a plus.
- Experience in a factory setting would be a plus.

### **SKILLS & QUALIFICATIONS:**

- Must be patient and understanding.
- Must have good written and verbal communication skills.
- Should be able to lead others.
- Must have a valid Wisconsin driver's license.
- Must have proof of insurance AND meet the requirements of Holiday House's liability insurance.
- Must pass a criminal background check.

### **TYPICAL PHYSICAL DEMANDS:**

Must be able to stand for lengthy periods of time. Must be able to lift up to 50 lbs. with assistance. Must be able to bend/squat/twist/kneel frequently. Must be able to physically transfer participant from a wheelchair in a safe manner.

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Employee Print Name

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Employee Signature

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Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT