

Service Provider

Saint Catherine Center for Special Needs

Job Description

The position of Service Provider of Saint Catherine Center for Special Needs is appointed by the Board of Directors based on the recommendation of the Executive Director of the Center. A Service Provider is responsible for the implementation of the Individual Plans in his/her caseload for adults enrolled in the Adult Services program. The position reports to the Coordinator of Adult Services program and is based at Saint Catherine Center in Fairfield.

Essential Functions

- Model appropriate behavior for the individuals in his/her caseload
- Provide individual or group assistance to individuals under the direction of the Coordinator of Services
- Assist the Planning and Support Team (PST) in the development of Individual Plans (IPs) for each consumer in his/her caseload and work with Coordinator of Services in the implementation of the IPs
- Provide review and reinforcement in all skill areas including activities of daily living and vocational skills
- Accompany and supervise consumers at activities including physical activities, art, swimming, music and in the community.
- Provide supervision and instruction for consumers participating in job site experiences.
- Assist with toileting and personal care as needed.
- Assist with supervision of times such as lunch, free time, etc. as assigned by the Coordinator of Services.
- Drive the Center vehicle to activities
- Drive the Center vehicle to pick up and drop off consumers as needed
- Complete reports as required specific to behavior changes and plans, health concerns, abuse and neglect concerns, and as determined by the Planning and Support Team (PST)
- Implement the procedures associated with the management of consumers' personal finances
- Maintain attendance records for caseload; maintain daily behavior log for caseload
- Participate in annual staff training and remain current on any changes in policies and procedures throughout the year

Qualifications

Professional Experience and Skills

- Bachelor's degree in a Human Services or related field preferred
- Experience working with people with disabilities
- Good communication skills
- Ability to work in a team environment
- Current CT Driver's license
- Certified in First Aid (or complete in first 6 months of employment)

Applications will be accepted until the position is filled.

To apply, please submit a cover letter, resume and list of references and an application http://www.bridgeportdiocese.com/files/thebridge/HR_Employment_Application.pdf to hburland@diobpt.org.

Saint Catherine Center for Special Needs is an equal opportunity employer.