



UNITED COMMUNITY OPTIONS OF MIAMI EMPLOYEE JOB DESCRIPTION

NAME: _____

DEPARTMENT: GOLDEN GLADES

POSITION: Director Support Instructor

DATE EMPLOYED: _____

Specific Duties & Responsibilities

1. Provide supervision of children in and out.
2. Prepares meals As needed in the absent of housekeeper.
3. Follows individual assignment posted and assigned duties.
4. Willingness to learn and adapt to changes.
5. Maintains appropriate documentation (General Care & Bed Ck)
6. Clean & Remove lint from straps as assigned weekly.
7. Willingness and ability to provide total care to child.
8. Follows scheduling, positioning, and utilizing adaptive equipment as per scheduling/kardex.
9. Identifies and communicates needs of children to supervisor and other team members in appropriate manner.
10. Attends scheduled in-services meetings.
11. Accompanies children on field trips as needed.
12. Maintains open lines of communication with all supervisors/staff.
13. Organize linen closet as assigned daily.
14. Empties all trash cans and placed garbage into dumpster.
15. Clean assigned children/adults wheelchairs 2x out of the week (Mon-Fri) weekly.
16. Document/report when items are broken in group home on clipboard and to Program Manager.
17. Wash rinses and sanitizes dishes as needed. Clean kitchen as needed.
18. Places dirty clothes and linen in washer, dry and fold all clothing and linen and put away when assigned on assignment.
19. Replace/return personal care items into kit after care is given.
20. Implement and/or supports behavioral interventions as recommended for each child.
21. Follows and implements Infection Control. Policy and procedures as assigned an daily assignments. (W/C trays, Wash School bags, Side Iyer & carts, Clean basin, & Bath Carts Clean adaptive wedges, Prone standers, Low prone boards).
22. Document on vehicle check-in/ check-out log before leaving with van at front desk.
23. Shopping as needed.
24. Label all open containers before putting in refrigerator with name, date and time can was opened.
25. Reads Kardex daily. Following through with position schedule. AFO and splint storage and scheduling.
26. Read kardex for feeding schedule and Daily Living Skills.
27. Document in transportation log whenever staff accompanies a child to a field trip/schools.
28. Maintain documentation in mileage log. (as needed)
29. Maintain documentation in vehicle inspection log. (as needed)
30. Take temperatures as assigned.
31. Organize assigned child/adult bedroom closet and dresser daily.
32. Prepares assigned child/adult book bag on wheelchair with formula, extra clothing, etc for outing, school, or appointment.
33. Organize equipment as assigned on assignment weekly.

LOUNGE: Follow assignment as assigned weekly

34. Mop floor, Clean coffee pot /base, refrigerator, & wipe table.

COMPUTER RELATED DUTIES & RESPONSIBILITIES

Job Title: **Direct Support Instructor**

Supervisor: LPN SUPERVISOR

Dept/Div.: GOLDEN GLADES/DIV. 131

XX Non-Exempt (hourly) : Exempt (salaried)

Computer Related Duties and Responsibilities ---Self Assessment

The purpose of this section is to act as a reminder of UCO's policies that will maximize effectiveness and efficiency of employee's computer and UCO's network. Following these guidelines will protect the valuable information in our computers and save time and resources for you and the IT department. Identify items that need to be a Goal(s) and indicate if you need training.

1 Electronic media is not be used for discriminatory, harassing or obscene communications, personal gain, advancement of individual opinions, or for any other purpose which is illegal or against agency policy or UCO's interest.

2) Employee does not...

- Transmit, retrieve, download or store derogatory, offensive, defamatory, etc. messages or images.
- Make threatening or harassing statements to another employee, client or outside party.
- Transmit, retrieve, download or store messages relating to Equal Opportunity protected categories (race, sex, etc.).
- Send or receive copyrighted or confidential materials without prior authorization.
- Solicit personal business opportunities or personal advertising.
- Gamble, monitor sports score or play electronic games.
- Use a code, access a file, retrieve stored information or disseminate information unless authorized to do so
- Upon termination, no employee shall remove any software or data from agency computers.

3) Employees does...

- Utilize the TCG Helpdesk helpdesk@UCOsouthflorida.org or call 1-866-950-9870 for assistance
- Check their e-mail at least twice each work day.
- Utilize encryption software to send protected messages
- Properly log-off their computers at the end of their shift, unless instructed otherwise.

4) The standard best practices below are observed and practiced:

- Protect system by not opening unsolicited emails or downloading freeware or listening to or downloading streaming video
- Review junk email daily or at least weekly in order to "unjunk" emails or move to in box that you want keep
- Protect confidential and information by saving to H drive personal user file and not C drive
- Purge files in H drive personal user file and emails periodically to save space;
- Use scan feature and printing to copy machine if available
- Internet use—plan sessions to be as efficient as possible and closes site when leaving the computer
- Restrict internet usage to visiting sites that are related to official work and or work related professional interests; doesn't use internet for personal business, use streaming banners, listen to iTunes, Limewire, or other music and file sharing websites; access Youtube, Face Book or My Space, play games
- Keep computer equipment clean and protected from damage
- Do not download or install any type of software without prior authorization from the IT Department. This includes desk top screen savers.
- If you suspect you have a virus or malware, turn off your computer and notify the IT Department immediately.
- Do not share or leave passwords that can be easily found by others and lock work station
- Do not disconnect or move your computer without prior authorization from the IT Department.
- Lock workstation (Alt-Control-Delete) when you step away from your computer to prevent unauthorized access. Do NOT turn off your system at the end of the day, lock and leave running
- Use standardized email signature format for emails (name, title, corporation name, program name or department (optional) address, phone number, fax number, confidentiality statement); don't use personalized backgrounds, pictures, quotes etc

5) All UCO computers, e-mail and Internet access are the agency's property to be used solely for agency business. All software, data collected and data created is also agency property

6) UCO reserves the right to monitor and review all information created and/or communicated by its employees via electronic media; copy and/or disclose any information in our system to law enforcement officials or other third parties

7) Violations of this policy may result in disciplinary action up to and including termination.

8) Employees may be subject to criminal prosecution and/or substantial monetary penalties for violations of this policy. UCO reserves the right to change this policy at any time.

