



DEVELOPMENTAL DISABILITIES SERVICES

New Positions

Lead Support Staff

February 11, 2019

Lead Support Staff:

Position Summary: As Lead Support Staff, you are accountable for all the responsibilities listed within this job description. In addition to those responsibilities, you are the lead staff on the second shift. This includes responding to staffing questions, issues which arise on the shift, client concerns, keeping staff accountable for assigned tasks, filling shifts, etc. The purpose of this position is to be the supervisory replacement for the Program Manager on the shift. When necessary, you will be required to be On-Call. Also included is the provision of a comprehensive array of face-to-face supports that engages and enables clients to maintain a home/apartment. Encourage the use of natural supports; supports clients to learn and enhance activities of daily living; and fosters involvement in social and community activities while maintaining safety of the client. Provides hands-on assistance and instruction with activities of daily living and personal care as required by the individual client. Performs other duties as assigned. **EOE**

Job Requirements: Bachelor's Degree preferred with one to three (1-3) years' experience in human services or related field. Associate's Degree or 60 credits towards Bachelors considered with minimum three (3) years' experience or High School diploma considered with five (5) years' experience in related field working with people with intellectual disabilities. Valid Connecticut Driver's license with clean driving record is required. Completion of certifications of CPR & First Aid, PMT, Medication Certification, and all other trainings as required by DDS. Computer skills required including working knowledge of Microsoft office. Knowledge of the community support system and resources is preferred. Available to work evenings, weekends, and overnights as required.

Programs:

Bristol/Stevens St. Program	FT 40hrs
Lebanon/Beaumont CLA 8 Program	FT 40hrs
Middletown/Lincoln St. Program	FT 40hrs
Norwich/Thomas Ave CLA 7 Program	FT 40hrs

Schedule:

2 nd Shift Sch. TBD
2 nd Shift Sch. TBD
2 nd Shift Sch. TBD
2 nd Shift Sch. TBD

Please forward letter of intent along with updated resume to:

Toni Carlton- HR Manager/Benefits

Email: TCarlton@continuumct.org or Fax: (203) 777-9645