



Ascendigo Autism Services, Inc.

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Job Description for: Live-in Residential Support Professional (LiRSP)	Start Date: December 2019
Reports to: Residential Supervisor	Section: Residential
Classification: Salary or hourly	Term: Full time, year-round

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with autism spectrum disorder (ASD) through outdoor/sports education, employment, adventure camps, community integration and an array of behavioral health services. We are headquartered in the heart of the Roaring Fork Valley (Carbondale, CO) and provide programming to over 200 individuals with autism of all ages from Aspen to Rifle. Currently, Ascendigo employs 45 full- and part-time staff members with an additional 60-65 seasonal employees during the summer (June-August). Currently, Ascendigo is celebrating its 15th anniversary as one of the premier nonprofits in the Aspen community.

Job Summary: The primary responsibility of the Live-in Residential Support Professional (LiRSP) is to inspire and support Ascendigo clients to achieve their goals while living with the client(s). The LiRSP is part of the Residential team for residents within the Life Enrichment program but lives full-time in one of the residential program houses. He/she is the primary caregiver during assigned shifts, typically evenings, overnights and possibly weekend days. Specific responsibilities include providing independent living support and general life skill building support, as well as behavioral health services to adult clients. The LiRSP will collaborate with Ascendigo's Clinical Managers and Case Managers to learn and implement Behavior Plans or other guiding documents included in the client's Individualized Plan.

The job requires living on the premises of one of the Residential houses in Carbondale. Rent will be discounted or waived depending on employment agreement.

Essential Job Functions:

Residential Support:

- Work with other members of the Life Enrichment team (including but not limited to day program staff, resident families, clinical or behavioral consultants, therapists, other staff, friends, and community partners) to coordinate care, facilitate care transitions, and implement resident goals and objectives.
- Follow directives established in each resident's Individual Life Plan (ILP) as well as those from the resident and their guardian/parent.
- Act as a peer mentor and household staff who strives to uphold the values and guiding principles of Ascendigo. Residents should have a structured home life with a family atmosphere including a safe, nurturing, caring environment which promotes learning and growth. The LiRSP should work to be a positive role model, fostering trust, respect, compassion, emotional grounding, and social bonding.
- Work with the Supervisors and RSPs to provide for physical, mental, social, and emotional needs of residents.
- Facilitate an ongoing professional relationship with each resident and their families.

- Supervise residents' personal care with respect and sensitivity while remaining in compliance with each residents' goals and objectives.
- Provide appropriate supports and supervision to facilitate general health and safety for themselves, other staff, and all residents.
- Recognize natural teaching opportunities; provide counseling and teaching to residents as they tackle life's daily problems. Respond to maladaptive behaviors while maintaining calm and composure, using positive behavioral supports and autism-friendly strategies.
- Learn and implement resident communication including specialized language and any auxiliary communication aids/devices/apps.
- Maintain a clean and orderly household; participate in household chores as needed.
- Assure that the person receives nutritional meals daily.
- Make sure that residents' personal effects are well cared for and kept in order.
- Participate in training and professional development as directed by the House Manager
- Become familiar with Personal Needs Funds of residents and assist with appropriate spending and documentation of those funds.

Compliance:

- Responsible for accurate and timely completion of all forms, reports and documentation of care management activities.
- Maintain knowledge of all policies and procedures regarding the person in services' care.
- Requires willingness to have announced and unannounced home visits by Ascendigo staff to ensure satisfaction and well-being quality assurance monitoring.
- Follow applicable duties as set forth in the ISSP/IBSSP plans (if applicable).
 - Communicate as appropriate with all involved parties.
 - Inform appropriate Ascendigo staff when changes in plans are needed.
- Maintain the required training to successfully implement the behavior plan.
- Maintain confidentiality of all client information according to applicable Colorado rules and regulations and Ascendigo's policies and procedures regarding confidentiality.
- Provide copies of the person in services' medical file, to include any instructions and authorizations for emergency medical treatment to appropriate parties.
- Assure that the rights of the person in services, as outlined in the Ascendigo policies, are not violated.
- Assure that community resources are utilized whenever possible as a means of integration into the community; e.g., library, employment, movie theatres, malls, etc.
- Schedule requested appointments with approved medical, dental, and other therapy professionals, and transport or arrange appropriate transportation of the person in services to appointments.
- Assure that the person receiving services shall receive any medications prescribed by a physician as scheduled. Provider will document all medications received by the person served on Ascendigo-approved forms at the time the medications are administered to the individual.
- Prepare Incident Reports and submit to Ascendigo within 12 hours of a behavioral mental health, or physical incident, accident, serious illness, or medication error and immediately notify your supervisor.
- Attend meetings relevant to person receiving services, such as IP and agency meetings.
- Ensure that a current copy of the driver's license, proof of insurance and vehicle inspection documents are given to Ascendigo HR Manager when due.
- Provide notification to Ascendigo of person's absences from residence such as hospitalization, illness, home visits, vacations, out-of-town overnight visits, etc.

- Comply with all State of Colorado rules and regulations outlining training requirements for Provider and provide proof of successful completion of required trainings/screenings
- Provide for secure and prudent management of the people we serve's personal funds as outlined in the contract.
- Consistently monitor for signs of health problems (constipation, difficulty in doing normal range of activities, etc.) and report such information to Case Manager and/or Clinical Manager immediately.

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients in and outside of the home, appropriate interactions with supervisors & managers, attends trainings, and meetings. May be asked to help with other Ascendigo programs as needed.

Physical Requirements/Equipment Used: Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, able to accompany residents on some exercise and recreational activities. Other requirements include:

- Cooking: prepare meals that meet the dietary needs of each resident.
- Light household chores: cleaning, tidying, laundry, light yard work.
- Lifting household objects such as backpacks, groceries, laundry, supplies, etc.
- Some more robust yard work and heavier lifting may be required.
- Access to a working cell phone is required.

Qualifications:

- Knowledge of the field of autism as it pertains to adults.
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be organized and exhibit "follow through" on tasks and goals.
- Strong interpersonal skills, the ability to collaborate with colleagues.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities and meet deadlines.
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends and extended hours for meetings and events may be required.
- Access to a vehicle for travel throughout local community.
- Follow the policies and procedures of the organization.
- Able to respond to emergencies or to otherwise meet the needs of the people we serve as they arise.

In addition,

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record.

- Must successfully complete required training.
- Must obtain certifications or successful training completion for CPR/First Aid, crisis management and medication administration. Willingness to take Registered Behavior Technician (RBT) classes and obtain certification.
- Should have at least a high school diploma.
- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Is able to travel for occasional professional development and resident activities.

Personal Characteristics: Should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, should:

- **Show maturity, responsibility, and dependability** and follow through on tasks with modest supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of clients and the privacy of residents and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist.
- **Behave ethically:** understand ethical behavior and business practices and ensure that their own behaviors is consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally.
- **Communicate effectively:** speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality care.
- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively influence others to achieve results that are in the best interest of Ascendigo.
- **Make decisions:** assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- **Organize:** set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** Assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.