Kaplen JCC on the Palisades
Adult Day Habilitation Program
Direct Support Staff

Under the direction and supervision of the Director of the Guttenberg Center for Special Services and the Adult Day Program Manager, Direct Support Staff will comply with all requirements, responsibilities and essential functions related to the position working with young adults ages 21-35 with intellectual/developmental disabilities, including Autism.

Requirements:

- High School Diploma required
- Preferred minimum one year of work experience in the field with developmentally disabled adults, including but not limited to Autism, but not required
- Ability to meet the individual needs of the participants in your care
- Ability to supervise the participants safely and be able to recognize potential safety hazards
- Responsible and honest
- Ability to think clearly and use good judgment in ordinary, and especially emergency, situations
- Ability to communicate effectively and positively with participants and staff
- Should possess the following personality traits: dependable, considerate, flexible, a sense of humor, a hard worker, conscientious, patient
- Completion of all required State of NJ/DDD training, within required timeframes
- Meet all hiring requirements for both the Kaplen JCC on the Palisades and the State of New Jersey/DDD, including mandatory pre-employment fingerprinting, background check and drug testing

Responsibilities:

- Assist with and participate in all daily activities of the Day Program, and other activities as assigned and necessary; must be in the pool (indoor or outdoor) with participants
- Per DDD and Medicaid guidelines, staff is required to take daily notes for each participant, for each activity throughout the day. An electronic note-taking system is the primary format, with paper notes used only when there is a problem with WiFi/submitting electronic notes. All notes must be completed before staff leaves for the day.
- Know the whereabouts of all participants at all times
Responsibilities cont.:

- Follow any/all JCC emergency procedures and instruct participants in emergency drills such as fire and lockdown
- Monitor safety and all procedures as they pertain to the complete supervision of all participants and staff
- Help provide an atmosphere for developing good morale and well-being among the group
- Report any accidents or incidents to the Day Program Manager and Department Director immediately, and fill out an accident/incident forms
- Attend all staff meetings and training sessions, both on- and off-site
- Be familiar and in compliance with all information in the Day Program and JCC Staff Handbooks
- Be accountable for all equipment and use it in a responsible manner
- Other responsibilities as assigned

Essential Functions:

- Ability to communicate and work with staff and adult participants of all ages and abilities
- Ability to observe participants behavior, assess its appropriateness, enforce appropriate safety
- Follow regulations and emergency procedures, and apply appropriate behavior and management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Cognitive and communication abilities to plan and conduct activities to achieve maximum participant skill development
- Physical ability and strength to respond appropriately to situations requiring First Aid/CPR
- Physical ability and strength to physically control a participant from hurting him/herself and others
- Assist participants when necessary with toileting, showering and dressing
- Be familiar and in compliance with all information in the Day Program and JCC Staff Handbooks
- Be accountable for all equipment and use it in a responsible manner
- Other responsibilities as assigned

To apply, contact:
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