



**MacDonald Training Center, Inc.  
Team Member Position Description**

<b>Position Title</b>	Personal Support Live-in	<b>Reports To</b>	Supported Living Coach Team Leader
<b>FLSA Status</b>	Non-exempt	<b>Original</b>	October 1, 2006
<b>EEO Status</b>	Service Worker	<b>Revised</b>	January 28, 2016

<b>Standard Hours:</b>	Hours may vary
<b>Supervisory Responsibilities:</b>	None

<b>Position Qualifications:</b>
Must be at least 18 years of age and have at least one year of verifiable experience working in a medical, psychiatric, nursing or child-care setting, or working with individuals who have a developmental disability. College or vocational/technical training that equals at least 30 semester hours, 45 quarter hours, or 720 classroom hours may substitute for the required experience. Licensure or registration is not required. Those hired after September 2015 must have a high school diploma or GED. Level II Screening Compliance (F.S. 435.04 and 409.907).

<b>APD Training Requirements:</b>
Medication Administration and Validation (65G-7), Behavioral Emergency Procedures (65G-8), Zero Tolerance, Direct Care Core Competencies, APD Waiver Provider Requirements, AIDS/HIV/Infection Control, First Aid, CPR, HIPAA, Annual In-Service Training: 4 hrs.

<b>MTC Requirements:</b>
Current and Valid Florida Drivers License, Current vehicle registration and insurance. EEOC and Affirmative Action Training. Drug and Alcohol Free Workplace.

<b>Knowledge:</b>
Customer Service, Developmental Disabilities, Education and Training, English Language, Person Centered Model, Personal Outcomes, Adaptive/Behavioral Skills, Self-Directed Team Work, Community Inclusion, Daily Living Skills, Housekeeping
<b>Skills:</b>
Active Learning, Active Listening, Age Appropriate Sensitivity, Cultural Sensitivity, Disability Sensitivity, Instructing, Monitoring, Negotiation, Reading Comprehension, Service Orientation, Technology Application, Time Management, Written Documentation/Service Logs
<b>Abilities:</b>
Deductive Reasoning, Fluency of Ideas, Originality, Problem Sensitivity
<b>Other:</b>

<b>Physical Requirements:</b>
Standing, Lifting 20 lbs. unassisted, Stooping, Sitting, Walking, Balance, Crouching, Cleaning, Reaching, Kneeling, Pushing, Pulling, Carrying, Driving

<b>MTC Core Position Values:</b>
<ul style="list-style-type: none"> <li>• Act in good faith and in the best interest of the individuals served.</li> <li>• Treat others with dignity and respect at all times.</li> <li>• Respect the opinions and choices of co-workers and the individuals served.</li> <li>• Act as a responsible team member by demonstrating courtesy, integrity and cooperation.</li> <li>• Encourage the independence of the individuals served by promoting self-advocacy.</li> <li>• Be accountable for meeting the expectations of all our stakeholders.</li> </ul>

**Position Duties:**

- Ensure compliance with all MTC policies and procedures, APD and other regulatory agencies.
- Document all services provided accurately and in a timely manner.
- Provide support and supervision to individuals in individual's house/apartment.
- Assist individuals with achieving their implementation plans goals.
- Maintain a safe and clean environment in individual's house/apartment.
- Assist individuals with daily living tasks such as cooking, laundry, shopping.
- Provide transportation to individuals in the house/apartment.
- Assist individuals to become integrated into the community by providing and/or arranging meaningful community based activities.
- Complete and maintain validated certification in the administration of medication.
- Accurately record all medications administered and maintain medications in accordance with medication policy.
- Complete and maintain current in all required training and certification on an annual or renewal basis.
- Perform other duties as assigned.
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Team Member Signature	Date
Team Leader/Director Signature	Date

**The provision of a position description in no way alters the at-will nature of employment at MacDonald Training Center Inc. MacDonald Training Center Inc. is free to change the duties of any position and/or delete this position at any time and for any reason.**