

**Anu Family Services  
Intervenor/SSP  
Position Description**



**Purpose of the Position**

The Intervenor/SSP will be responsible to assist program consumers in developing daily independent living skills, implementing behavior management plans, and assisting in home and community integration activities for adults with special needs. The Intervenor/SSP has the primary responsibility to provide direct support to the program consumers during all or part of the day as part of a residential care team, and as indicated in the treatment plans established for program consumers.

**Supervision Received** - Reports to Community Integration Program Manager

**Supervision Exercised** - Position does not supervise other employees

**Qualifications**

- Minimum of four years of significant experience in behavior management, emphasis with physically aggressive individuals or medically fragile consumers.
- Fluent in American Sign Language.
- Strong ability to advocate for rights of program consumers.
- Demonstrated knowledge and ability to work effectively with individuals with special needs including hearing and/or vision impairments, significant medical challenges, and physical or behavioral challenges.
- Understanding and ability to adjust to cultural differences as they relate to assessment, communication, relationships and other aspects of social work practice.
- Ability to work independently and as a team member.
- Knowledge of and skill in group facilitation.
- Ability to communicate effectively in American Sign Language, verbal, written and electronic modes appropriate to situation.
- Demonstrated skill in documenting direct practice.
- Demonstrate strong organizational skills and ability to meet deadlines.
- Basic skill in PC windows environment particularly in word-processing and e-mail.
- Valid (State) driver's license, auto insurance and access to vehicle capable of safely transporting clients.

**Key Results Areas**

**Direct Service Duties**

**Provide comprehensive coordination of all tasks required to meet the designated therapeutic needs and best interests of program consumers in a manner consistent with Anu mission, values, policies, DHS (the State), COA standards and professional ethics and practices.**

- Provide ASL interpretation in the home and community setting as well as interpret the environmental surroundings for program participants.

- Provide daily emotional and behavioral support services to program consumers in the home, school and community settings.
- Assist program consumers in establishing and fulfilling personal goals.
- Implement and monitor the individualized behavior management program with the program consumer in coordination with the family and previous areas of service.
- Implement the treatment plan with program consumers including teaching of adaptive and independent living skills.
- Provide supportive behavioral re-direction to program consumers when behavioral difficulties are presented.
- Implement supportive intervention strategies for program consumers when behavioral or emotional difficulties are presented.
- Provide documentation and progress notes of direct work with program consumers.
- Monitor the administering of medication for program consumers.
- Instruct in skill development for program consumers in independent living skills development including: personal finance management, job searches, assignment and completion of household chores, meal planning and preparation, grocery shopping, household budgeting, clothing purchases, etc.
- Instruct in basic personal skill development for program consumers including: personal hygiene, grooming, cleaning of room and laundering of clothes, bedding, towel, etc., sewing, cooking, gardening, etc.
- Instruct program consumers in proper procedures for reporting the need for household repairs and reporting of and response to emergency situations.
- Coordinate closely with the other Intervenor/SSP staff for transition of one care provider to another to decrease anxiety for program consumers, as well as to provide consistency among direct service staff and to implement a clear and consistent behavioral intervention plan for program consumers.

### **Community Integration Support**

#### **Provide supervision and support to program consumers in the community for recreational, educational and vocational opportunities.**

- Assist program consumers in recreational activities planning and provide transportation to activities in community settings.
- Accompanies and supports the client during community-based outings.
- Maintain daily activities log for program consumers with notes and directions for the next shift(s) regarding needs, problems, appointments, duties, tasks, visits, guests, etc.
- Work closely with Community Integration Program Manager to provide a safe and supportive environment for program consumers within the program apartment and in the community.
- Maintains communication between program consumers and care providers, medical professionals, family members, etc. while adhering to Anu confidentiality policies.

## **Advocacy**

**Serve as advocate to promote the best interests of individuals receiving services through Anu Family Services to ensure successful outcomes for program consumers, to facilitate optimal program consumer participation in the treatment team approach and to reflect the overall integrity of Anu and agency programs.**

- Advocate for the program consumer at treatment team or educational team meetings.
- Advocate for resources to assist the program consumer to successfully achieve treatment goals.
- Educate the community about the needs of special needs individuals.

## **Customer and External Relations**

**Represent Anu Family Service's mission and values in all interactions with program consumers, internal partners, community partners, primary stakeholders and community stakeholders to maximize collaboration.**

- Actively make new contacts and maintain current community contacts in promoting and marketing Anu and its programs with potential customers and stakeholders.
- Actively listen and probe for quality feedback on Anu services from program consumers, community customers and stakeholders.
- Actively listen and probe for unmet needs which might possibly be met by current or potential Anu programs and services.
- Report contacts and findings to designated individuals within Anu Family Services.
- Maintain positive public conduct and record consistent with the Anu image in the community.

## **Professional Consultation**

**Actively participate in consultation through providing and seeking input from supervisor and colleagues in supervision, case reviews and other clinical meetings to ensure broad consultation and best practice approaches to the most difficult cases.**

- Actively participate in program staff meetings.
- Actively support professional growth and development of the program staff team through giving and seeking input from supervisor and colleagues in supervision and other meetings to ensure broad consultation and best practice approaches.
- Serve as a resource to other staff on issues related to DeafBlindness.
- Participate in site-based, regional, and statewide training in the area of DeafBlindness.

## **Other Duties**

**Participate fully in staff meetings, training, quality improvement, special projects, teams and duties as assigned or invited to enhance teamwork, positive spirit in the workplace and quality results in pursuit of Anu's mission.**