

**CASCADE COMMUNITY SERVICES  
JOB DESCRIPTION  
INSTRUCTION AND SUPPORT STAFF**

- A. A written job description shall be prepared for each staff position established by Cascade Community Services, defining titles, responsibilities, and qualifications required for each employee position.
- B. Cascade Community Services employs individuals who ensure a high standard of quality in the delivery of supported living services in a manner consistent with the philosophy for care of Cascade Community Services.

**QUALIFICATIONS:**

- 1. Meet the qualification listed in the CCS Employment Qualifications policy.
- 2. Must be familiar with the Residential Service Guidelines issued by the Division of Developmental Disabilities

**PERFORMANCE RESPONSIBILITIES AND STANDARDS:**

**General Responsibilities**

Under the supervision of the Administrator, Instruction and Support Staff are responsible for providing support to program participants that meets their needs, provide opportunities for community integration, and creates a nurturing, safe, and healthful living environment. ISS staff assist CCS clients in daily care, grooming, personal hygiene, recreation and social skills, and daily living skills.

**Specific Duties**

- 1. Provides each participant with an array of instruction and support services, as described in the participants' Individual Instruction and Support Plan (IISP).
- 2. Ensures that the day to day needs of the participants are met, including personal hygiene, food preparation, house cleaning, shopping, and monitoring of health needs, including supervision of medication.
- 3. Assists participants with accessing the community on a regular basis to take part in a variety of outings of the participants' choosing. This may entail transporting participants or arranging for transportation.
- 4. Ensures that participants are treated with dignity and consideration at all times. Direct Support Professionals will act to promote and safeguard each participant's ability to make decisions and to freely exercise his or her rights.
- 5. Interacts with participants, provides informal counseling and problem-solves with participants.
- 6. Attends staff meetings as required by the Program Supervisor or the Site Supervisor and/or Administrator.

7. Takes part in training offered/required by the agency, DDD, and other parties.
8. Takes part in the development and implementation off the IISP for each participant with whom they work.
9. Provides necessary support and supervision of participants.
10. Maintains professional working relationships with other services providers, the participants' parents/relatives/guardians and other agency staff.
11. Responsible for timely completion of all documentation, including, but not limited to, the medication log, shift notes, data sheets, incident reports, and client financial records.
12. Performs other duties assigned on a daily basis by the Administrator, or designee.

**ACCEPTANCE OF POSITION:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

Date

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Administration

Date