

## ***Transportation Support Employee I (TSE I)***

### **I. Qualifications**

The TSE I worker provides transportation for the consumers. He or she must meet the following:

- A. Be at least eighteen years of age
- B. Have a high school diploma, or the equivalent
- C. Have a valid Maine driver's license and possess a driver's record which allows the employee to be placed on the automobile insurance policy. The TSE I must provide Green Valley Association with proof of insurance on personal vehicle.
- D. Background and experience in working with people with disabilities preferred.
- E. Pass preemployment screening to include a criminal background and driving record check
- F. Be of good moral character

The TSE I will be responsible to the Day Service Administrator.

### **II. Key Competencies**

A sense of control over one's destiny is essential. A Transportation Support Employee affirms the right of individuals with disabilities to have the opportunity to make choices for themselves and to exert a measure of control over their physical and social environment. Quality standards include the following:

- A. The Transportation Support Employee will demonstrate the utmost respect for persons with disabilities in all interactions.
- B. The Transportation Support Employee will demonstrate respect for family members of person with disabilities.
- C. The Transportation Support Employee will demonstrate knowledge of developmental disabilities and treatment/support strategies.
- D. The Transportation Support Employee will demonstrate ability to design, deliver, and ensure highly individualized services and supports.
- E. The Transportation Support Employee will demonstrate ability to access and employ community resources.
- F. The Transportation Support Employee will demonstrate knowledge of legal systems and individual civil rights.
- G. The Transportation Support Employee will conduct all activities and interactions in a professional, caring manner.
- H. The Transportation Support Employee will pursue professional growth and development.
- I. The Transportation Support Employee will work in a cooperative and collaborative manner as a team member.

### **III. Additional Duties and Responsibilities**

Keeping in mind, the mission statement of Green Valley Association, "It is the Mission of Green Valley Association to support people with disabilities to live and work in the community of their choice," TSE I will provide the following supports to the individuals supported by the agency:

- A. Provide Transportation for consumers

1. Ensure the safety of all consumers at all times through safe operation of the vehicle and adherence to all traffic laws.
  2. Supervise consumer safety while boarding and exiting the vehicle.
  3. Use corporate vehicles whenever possible. If personal vehicle is used this must be authorized by supervisor and proof of adequate insurance must be on file at the main office. Mileage will be reimbursed.
- B. Create and maintain normalized community integration
1. Develop and adhere to a daily schedule which most closely approximates similar activities chosen by other community members.
  2. Encourage natural supports in the environment, using personal and professional resources.
  3. Clean and organize Maine Trellis Company, when necessary, with the assistance of consumers in order to maintain standards of cleanliness and to create a safe physical atmosphere.
  4. Interact with consumers in a manner which demonstrates respect, promotes age appropriate behavior, strengthens self concepts, encourages independence and self sufficiency, and enhance their image at Maine Trellis Company and in the community.
- C. Provide physical care and support.
1. Dispense and monitor medication, when necessary, according to the Policy and Procedure Manual.
  2. Maintain standards of personal and physical environment cleanliness and sanitation.
  3. Monitor and promote consumer's physical health and well-being and follow recommendations of Person Centered Planning.
  4. Manage aggressive or acting out behaviors in order to protect the consumer and others.
  5. Ensure dignity and privacy as much as possible when monitoring and assisting consumers in personal hygiene, dressing and grooming.
  6. Ensure dignity and privacy as much as possible when assisting the consumers in toileting routines, including menses care.
- D. Assist each consumer in developing to his/her maximum level of independence.
1. Based on Person Centered Plans, support consumer in safety skills, social skills, and health skills.
  2. Observe, identify, and record consumers' status and progress in achieving person centered goals.
- E. Demonstrate respect for the rights of each consumer.
1. Follow agency policy regarding the reporting of mistreatment, neglect or abuse of any person receiving services at Green Valley Association.
  2. Adhere to policies in the Employee Handbook.
- F. Maintain and expand one's own effectiveness and skills.
1. Attend in-service training sessions to include training in emergency and safety procedures, hygiene for the control of contagious diseases, consumer care and case management, administrative procedures and overall goals, behavior management techniques, crisis management, psychotropic medications, review of consumer abuse policy and procedures, first-aid, passive physical restraint (if used) and regulations pertinent to daily operation and any additional training offered.

2. Read material available for staff development.
  3. Follow self-improvement suggestions made during the employee's evaluations.
- G. Fulfill assigned administrative duties.
1. Maintain accurate up-to-date consumers records including daily sheets, daily log, incident reports, seizure reports, etc.
  2. Attend and participate in staff meetings/trainings.
  3. Carry out all other duties and responsibilities as assigned.
- H. Fulfill all job duties and responsibilities with respect to physical working conditions.
1. Reports to work on time and when scheduled.
  2. Have the physical dexterity to accurately record data in a written manner, have a developed sense of smell, and have both a short and long term memory.
  3. Work in areas which may be hot, cold, and damp. The work area may also be noisy, odorous, and at times be poorly lighted. The job may also expose the employee to contagious diseases, which may include, but not be limited to, HIV and Hepatitis B.
  4. Be able to sit, stand, bend, walk, climb stairs, push and pull objects, and lift and carry, at times, up to 45 pounds.
  5. Be able to spend time indoors and outdoors. The employee may be exposed to mechanical hazards and hazardous materials.
  6. Follow procedures outlined in the safety manual.
  7. Follow all safety procedures.
- I. Support will continue to represent "wrap around" supports to meet the needs of the consumer. Job description will change as supports change.
- J. Keep building in clean and orderly condition
1. Sweep, mop, scrub and vacuum as needed.
  2. Empty trash and garbage containers.
  3. Maintain building, performing minor and routine painting, plumbing and other related maintenance activities.
  4. Notify management concerning need for major repairs.
  5. Clean snow and debris from walkways.
  6. Mow lawn.
  7. Clean rest rooms.
  8. Replenish supplies as needed.

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ENTRY WAGE: