

REPORTS TO: Facilities Lead Manager

SUPERVISES: No one

STATUS: Non-Exempt

JOB OBJECTIVES: Responsible for the care, maintenance, and repair of all buildings, grounds and equipment belonging to JRDS. Provide comprehensive supervision, training and assistance in prevocational enclaves related to Facilities.

ESSENTIAL JOB FUNCTIONS:

- Maintenance of all JRDS facilities including: JC Center, RC Center, group homes, waiver homes, buildings, grounds, driveways, parking areas and equipment belonging to JRDS;
- Maintenance of all common grounds including, but not limited to: mowing, weeding, spraying, snow removal and general clean up of open areas, fences, parking areas and signs;
- Inform supervisor when assigned work appears to require outside contractor;
- Follow JRDS safety policies and guidelines to maintain safe environment;
- Follow established preventative maintenance programs in coordination with supervisor;
- Assist supervisor in preparing reports and identifying projects requiring major funding.
- Provide on and off-hour emergency response as needed, including serving as a contact for the Police Departments, should they detect a problem during routine security checks;
- Purchase, move and transport equipment and supplies as requested by supervisor; assemble new equipment and be responsible for emergency equipment, such as generators, kerosene heaters, salamanders, and emergency lights following OSHA/CARF/DOL regulations;
- Work closely with others to ensure JRDS is maintained in a safe, efficient and professional looking manner following internal procedures and external regulations;
- Supervise, teach, assist and monitor clients when present including lunch and breaks;
- Assist clients in participation and training on outcomes, track progress in CASPer within established time frames;
- Assess each client's developmental needs and participate in the development, implementation and evaluation of Individual Support Plans (ISP), Person Centered Description (PCD) or Individual Profile (IP) as required by department;
- Report verbally and in writing to Supervisor any changes in an individual's condition and/or needs;
- Provide behavioral intervention as needed following the client Behavioral Management Plan (BMP), which may include dealing with behaviors if different levels of intensity;
- Write, complete and/or maintain CASPer documentation, reports, records, logs, plans, client files and other paperwork as required per departmental guidelines;
- Ensure training area is maintained in a clean, safe and sanitary manner;
- Successfully complete Medical Administration Curriculum Training; Administer, obtain, inventory and distribute medications as required; may assist with setting up medications ordinarily self-administered;
- Perform and provide CPR/AED and first aid as needed;
- Assist in building job setups where necessary;
- Serve as a client advocate to ensure clients' civil and human rights are protected;
- Ensure conformance with regulatory agencies of Federal, State and Local Government specifically related to programming, services and related agency operations;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;
- Perform any other duties as assigned.

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Ability to maintain effective, cooperative and productive working relationships;
- Knowledge of JRDS applicable computer systems and programs;
- Ability to maintain and complete appropriate records and reports for Federal, State and Local regulatory requirements;
- Complete and maintain required paperwork;
- Practical application of policies and procedures to assigned tasks;
- CPR/AED and First Aid;
- Handle with Care certification;
- Knowledge of Federal and State source materials and references relating to and governing programs;

- Building trades to include but not limited to: Electrical, HVAC, carpentry, vehicle maintenance and plumbing;
- Willingness to ask for help when needed;
- Written and verbal communication skills;
- Problem solving;
- Time management skills;
- Initiative;
- Basic Math;
- Cost consciousness;
- Anticipate problems and initiate corrective action;
- Ability to legally and safely operate a motor vehicle and tow motor (fork lift);
- Dependability/flexibility;
- Use of manual and power tools;
- Read and use blueprints or designated specifications from supervisor;
- Ability to multi-task and prioritize.

JOB STANDARDS: Accredited High School diploma or High School equivalent with minimum of three to five years related work experience. CPR/First Aid Certification and successful completion of Med Administration Curriculum required. Must be free of communicable disease and submit to Mantoux (TB) test. Excellent work references and valid driver’s license required. Ability to obtain a CDL if needed.

EQUIPMENT: Ability to effectively operate office equipment including but not limited to computer, scanner/copier, fax, telephone and calculator. Ability to safely operate tow motor, all agency vehicles and machinery/equipment as required by position duties.

PHYSICAL REQUIREMENTS:

- Able to lift 40 to 70 lbs.
- Good vision with excellent depth perception
- Able to stoop, bend, reach, crawl, push, kneel, climb
- Must be able to drive vehicle to transport equipment and/or clients to and from locations

JOB LOCATION: All JRDS locations, including center, group homes, and waiver homes in Jay and Randolph Counties. Position to be based at the Jay County Center, 901 E. Water St., Portland, IN.

WORKING ATTIRE: Clean, casual attire appropriate for duties performed and weather conditions. Agency dress code should be followed per the Personnel Policies manual.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date