

## JOB DESCRIPTION

**Title:** Day Treatment for Adults Service Provider (DTA)

### **Position Summary:**

Provides individualized quality care to consumers with disabilities in an environment which promotes their rights, dignity and freedom of choice. To assist consumers in accomplishing their goals and objectives and teaching strategies for each consumer's in accordance to their prescribed Person-Centered Service Plan (PCSP).

### **Duties and Responsibilities:**

- Achieving vocational objectives, functional academics, pre-vocational and vocational skills, leisure skills and independent life skills.
- Instructs adults consumers with physical and mental challenges in activities designed to promote social, physical and intellectual growth needed for adult day treatment and training program by performing the following duties:
- Plans individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, working and socializing with others.
- Instructs and/or assists adults in practices of personal cleanliness and self-care.
- Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue of adult consumers.
- Help adult consumers develop habits of caring for own clothing and picking up and putting away equipment.
- Assist adult consumer with recommended diets and programs prescribe by professionals or recommended by the Person-Centered Service Plan (PCSP).
- May be delegated to oversee the supervision of the Adult Day program in the absence of DTA Supervisor.
- Responsible for reporting, writing and submitting an incident report when the situation permits.
- Maintain, at all times, a confidential, private, professional attitude in working with consumers, as well as with the organization staff.
- Will complete all required AZ/DDD trainings within 90 days of employment: CPR, First Aid, Article 9, CIT I & II, fingerprint clearance.

### **QUALIFICATIONS**

- A High School diploma ( or GED) a minimum of 2 years demonstrated professional
- A minimum 1-3 years of demonstrated professional experience.
- Selection for this position requires official transcripts and/or related documents as verification of qualifications.
- Knowledge of working with the disabled consumers.
- Ability to write and finalize progress reports and maintain consumer data.
- Ability to use a personal computer
- Ability to speak and understand the English and Navajo language.

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- Ability to understand and follow specific instructions
- Ability to lift 50lbs. to lower/higher positions.
- Ability & willingness to initiate resuscitation efforts.
- Must have a valid driver's license.
- Fingerprint and background check clearance required.