



Friends of Children with Special Needs

華人特殊兒童之友

Position: Living Service Trainer
Hours: 20-40 hours per week

Friends of Children with Special Needs (FCSN) is a nonprofit organization. FCSN Living Services is seeking an energetic, patient, detail-oriented, and reliable direct support staff. The position is responsible for providing independent living skill, training, care-giving and supervision to the developmentally disabled adults. Work locations in Fremont and/or San Jose area.

Duties and Responsibilities:

- Implements independent living skill curriculum in the areas of healthy and balanced meals, money management, household maintenance chores, optimal health, social/leisure activities, self advocacy, mobility training, etc.
- Provides close supervision and training to participants
- Engaging and motivating participants in learning, practicing and progressing
- Maintain a safe and clean living environment of participants. Minimizes health, safety and any other risks to the wellbeing of participants
- Drives participants for grocery shopping, activities, doctor appointments, Special Olympic practices or leisure destinations
- Maintains a supportive and professional relationship with participants and their families.
- Documents participants' activities, medication intake and progress in the daily and medication logs
- Submits complete and accurate monthly participant updates to Case Manager in a time manner
- Completes semi-annual and annual evaluation reports of participants
- Be compliant with HIPPA regulations
- Minimizes health, safety and any other risks to the well being of participants
- Performs first aid and cardiopulmonary resuscitation (CPR), and other emergency services (e.g. evacuation during a fire) as appropriate to the needs of participants
- Attends staff meetings and trainings
- Lifts and transfers participants as necessary; assists participants with transfers in and out of wheelchairs and safely transfers participants in case of an emergency
- Prepares special incident and adult dependent abuse reports as necessary
- Communicates effectively and proactively with the case manager with regard to participant issues including situations when a participant becomes a danger to self or others, there is a sudden illness or their non-aversive behavioral plan cannot be implemented as agreed upon

Minimum Qualifications:

- Has high energy, professionalism and integrity
- Has High school diploma or GED plus one year of experience working with the developmentally disabled. Possesses an undergraduate degree in the related field would be preferred.
- Good living habits, no smoking, pass drug testing
- Be fluent in oral and written English
- Must have transportation and clean/good driving records
- Bi-lingual (in Spanish or Mandarin) candidate are highly encouraged to apply