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Day Service Assistant Requirements / Expectations

Requirements to be hired:

1. Pass all required state and federal background checks (reran periodically)
2. Maintain a valid driver's license with an acceptable record
3. Have at minimum a High School Diploma or equivalent
4. Possess good communication skills, ability to deal with conflict calmly and objectively, and have some previous experience with persons with developmental disabilities.
5. Pass CPR/First Aid Certification (renewed every 2 years)
6. Pass all required trainings including, abuse, neglect & exploitation, rights & responsibilities, disaster preparedness, and HIPAA and documentation. Medication administration may be required.

As a member of the L'Arche Heartland Community:

1. Be attentive and caring to individual core members
2. Foster and maintain positive relationships with core members and other assistants.
3. Be willing to participate in community events and activities as able.
4. Be a strong role model of appropriate behavior.
5. Maintain a positive attitude for your role and for all core members and co-assistants.

As a co-worker in the day service:

1. Take initiative to engage core members in meaningful activities.
2. Attend Mandatory Assistant's meetings when scheduled .
3. Maintain an orientation of growth and development in each core member.
4. Assist core members in making friends and developing relationships, making choices, and meeting personal goals outlined in their action plan and behavior support plan(if applicable).
5. Follow state regulations.
6. Maintain confidentiality.
7. Complete all required documentation before leaving for the day.
8. Work cooperatively with other day service assistants, respect others, and maintain open communication.
9. Be willing to support core members in all community activities outside of the building.
10. Maintain vehicles by keeping them clean and reporting any required maintenance. Keep all vehicles filled to at least ½ tank of gas at all times.

As an Employee of L'Arche Heartland:

1. Personal calls should not be completed during scheduled hours (brief calls acceptable during a break)
2. If an Assistant cannot make it to a scheduled shift at least 4 hours notice must be given to either the Day Service Coordinator or Community Leader (the assistant must talk to someone, a message is not satisfactory)
3. Excessively missing scheduled shifts (even with giving notice) may result in disciplinary action or termination at the discretion of the Community Leader.
4. Adhere to all Heartland Inc. Policies / Procedures
5. Attend all required trainings
6. Complete all necessary documentation prior to leaving at the end of your shift (MARs, contact notes, basis tracking, etc)
7. Always turn in gas receipts and the gas card.
8. Day service employees are accountable to the day service coordinator and community leader.