

Direct Support Professional– Floater- SF Bay Area

Job Details

Level	Entry
Job Location	SF Bay Area
Position Type	Full Time
Education Level	High School Diploma/GED
Salary Range	\$19.33 - \$19.33 Hourly
Job Category	Nonprofit - Social Services

Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

Position Summary

The Agency Wide Floater is responsible for work with participants and participant partnerships throughout community sites and in their homes.

Essential Duties and Responsibilities

Participates in cross training and fills in for staff at various programs, in client homes (including bathing and toileting), and work sites as assigned. Assignments based on agency need.

Checks the Floater calendar for their daily assignment, which is subject to change at any time.

Checks emails for “Floater Change Alerts” that notify All Service Managers and All Floaters of Floater assignment changes.

Is alert and responds to texts or phone calls from Service Managers, reaching out to inform them of assignment changes.

Arrives on time and stay for the entire Floater assignment. If unclear about expected working hours, clarifies with Service Manager prior to leaving for the assignment.

Participates in training for assignments at sites identified as requiring prior training. Note: Floaters are not trained on all volunteer sites, only specific sites where it is deemed necessary.

Accepts assignment for the day. If Floater has concerns about their ability to fulfill the requirements of the assignment, the Floater is expected to speak to the Service Manager, Associate Director and/or Program Chief about their concerns and accept re-assignment.

Ensures they have the phone number of the Service Manager to whom they are assigned for the day, before leaving for the assignment.

Contacts the Service Manager with any questions during the course of the assignment.

Accept assignments in all of the following departments: Residential Services, CCS-Education, CCS Enrichment, Art Reach, and Employment Services. Assignments primarily in San Francisco, but may also in San Mateo, Marin, East Bay counties.

Is prepared to work a minimum of 7 hours (including breaks) in a day. Floaters may be assigned to do additional work to actively fulfill their 35 hour/week.

Completes all participant tracking requirements as assigned (e.g., daily tracker, weekly goal tracking, etc.)

Completes timecard so that it accurately reflects the department within which they worked each day. There will only be one department charged daily.

Assists in start-up of new community sites.

Performs assessments and mobility training for clients as assigned.

Participates in case reviews for clients as assigned.

Implements client IPP/ISP and behavior plans as written.

Provides direct services/training to clients when staff are absent.

Assists team managers in completing special projects as communication with employers, families, care providers and case managers.

Attends meetings, conferences and trainings as assigned.

Provides coverage for staff during Prime Time periods; Floater able to take time off based on their Seniority status with the union.

Other responsibilities as assigned.

Knowledge, Skills and Experience

One year's experience working with individuals with developmental disabilities preferred.

Bachelor's degree with major emphasis in social services/special education preferred.

Excellent organizational and time management skills.

Valid California Driver's license, safe driving record and acceptance as a covered driver by The Arc's auto insurance company.

Ability to operate a motor vehicles, use public transportation, and use ride transportation services.

Valid CA driver's license and clean driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

The Arc San Francisco is an Equal Opportunity Employer.

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.