

Support Staff Job Description Overview

I am James Louchen, a Self-Advocate Coordinator with the Department of Developmental Services. I work in the Torrington office and I am seeking an Employment Support Staff.

I require approximately 20 hours a week of support within the time frame of 9am-2:30pm Monday through Thursday with a half hour unpaid lunch break. The hours are flexible and may be during the evening a couple times a month for self advocacy groups. However, I will occasionally need support on evenings and 2 planned weekends a year in June (Special Olympics and People First Conference).

I am looking for a reliable person who is on time, has good organizational and communication skills, computer skills such as excel, word and PowerPoint and has a reliable vehicle and can transport me to meetings and other scheduled work events. I also need someone who has a positive attitude and is flexible to meet my employment needs.

If you are chosen to work for me you will be assisting me with different tasks related to me completing my job successfully.

Such as:

- Taking notes at meetings
- Completing monthly reports
- Starting and running self advocacy groups
- Work with me as a team, where I go, you should go. We can learn together.
- Creating display boards at DDS offices
- Preparing me for presentations
- Writing and responding to emails
- Researching monthly FAB topics and sending out information
- Preparing me for meetings
- Creating games and fun activities for Self Advocacy groups
- Organizing my hours (20 flexible hours each week)
- Keeping me motivated/on task
- Be familiar with Teams app- most meetings are on teams
- Have a tablet or computer to work from

Requirements:

A valid driver's license

Automobile Insurance – 100/300 coverage for mileage reimbursement

Must pass a criminal background check

Must Complete the College of Direct Support online training within 3 months of being hired.

Wear a mask in the office

Log hours by Sandata EVV app or by telephone

This position is not a state of CT position. The candidate will be a direct hire employee; I am the employer with budgetary oversight by Sunset Shores a fiscal intermediary.

Pay rate: \$18.25/hr

Important Information about me:

I need extra support sometimes with being motivated. Remind me that if I am frustrated there are different techniques to use. Such as meditation etc. I will need you to speak loudly, ask me follow up questions to make sure I heard/understand. If I am looking sleepy, ask me to go wash my face.