

## TYPICAL LIFE CORPORATION

### JOB DESCRIPTION FOR ASSISTANT PROGRAM MANAGER

Reports to: Program Managers  
Supervised by: Program Managers  
Supervises: Consumers

Minimum Qualification: Age 18, High School Diploma or GED, Valid PA Drivers License for 2 years, Act 33 and Act 13 Clearance and Free from Contagious Diseases

Purpose of Typical Life Corporation: To provide services and supports that will keep people out of institutions, live quality lives in the community, to make choices and to live as independently as possible.

Job Responsibilities: The APM provides “hands on” direct service to people with intellectual disabilities. They are responsible for carrying out the day to day duties necessary for the residential program to operate smoothly and to implement services in a manner consistent with the agency’s mission and philosophies. Schedules include evenings, weekends and 3<sup>rd</sup> shifts.

#### Critical Elements:

##### 1. Administer medication as ordered by the physician

APM’s must ensure that people receive their medication as prescribed by their physician. APM’s will work with consumers to maximize their independence regarding medication administration.

Examples include:

- A. Administering medication within identified time frames and as ordered by physicians, for those employees that have not been med trained, you are responsible to communicate with fellow team members, as well as support staff of times of medication to be administered during your shift.
- B. Correctly documenting medication on the Medication Log
- C. Ensuring medication Questionnaires, Over the Counter Drug forms and Appointment Logs are thoroughly and accurately completed.
- D. Ensure medications are refilled from pharmacy in a timely fashion
- E. Count and document controlled substances
- F. Ensure medications are stored properly and kept in a locked area.
- G. Monitor consumers for side effects of medication errors
- H. Document all medication errors

##### 2. Maximize Safety of Others

APM’s work in the homes and have frequent direct contact with the consumers. APM’s must be observant for safety issues, correcting what they can and reporting what they cannot correct to management. Examples include:

- A. Closely supervising consumers in the community who do not have traffic safety skills
  - B. Keeping hot water temperature below 120 degrees F.
  - C. Conducting and recording fire drills
  - D. Monitor and replace smoke detector batteries
  - E. Make sure seatbelts are worn when in vehicles
  - F. Tack down loose carpets
  - G. Shovel snow on sidewalks
  - H. Report any suspicion of abuse
  - I. Report electrical problems
  - J. Follow universal precautions and exposure control plan
3. Meet the needs of people receiving services

All services provided are individualized based on the needs of the consumers. Because consumers needs vary, what is provided is dependent on each individual's unique circumstances. Some people may need hands on assistance, while others may need only supervision or reminders to carry out tasks. Examples include:

- A. Assist with bathing, dressing, tooth brushing, and other personal care activities
  - B. Accompany residents to medical/dental appointments and ensure recommendations are recorded and followed
  - C. Administer and record medication
  - D. Prepare and serve nutritional meals
  - E. Encourage recreational activities based on the persons interest
  - F. Accurately document and assist with finances
  - G. Teach skills
  - H. Assist residents to be involved in the community
  - I. Implement and document goal/intervention plans
  - J. Work hours based on best interest of residents
  - K. Transfer persons who use wheelchairs to their bed/toilet
4. Maintain Household Operations

The APM will involve the consumer in all household operations, encouraging them to be as independent as possible. The APM will work alongside consumers and ensure high standards are met by completing tasks, should the consumer be unable to completely perform the household task. Examples include:

- A. Household cleaning
- B. Cooking
- C. Laundry
- D. Grocery shopping
- E. Mowing grass/weeding flower beds
- F. Cleaning ovens
- G. Shoveling snow
- H. Maintain agency vehicles
- I. Taking residents shopping
- J. Washing floors

5. Communicate with Others

The APM needs to become an expert on their assigned residents and program sites. Information needs to be communicated in a timely, accurate and professional manner for the services to run smoothly. Communication includes both verbal and written information. Examples include:

- A. Keep support staff informed of important information
- B. Interact positively and professionally with consumers
- C. Interact respectfully with parents, case management, day program representatives, neighbors, and significant others
- D. Report and document incidents
- E. Correctly implement E-time system
- F. Report and document medication errors
- G. Appropriately use the emergency backup system which includes speaking directly with a supervisor to receive permission to miss work
- H. Assist on-call support staff with filling hours in order for you to miss work
- I. Document intervention plans
- J. File documents in consumers files
- K. Be honest

6. To implement and follow all Regulations

The APM must be familiar with all regulations. They are responsible to provide services in a manner consistent with regulations and report areas where correction is needed.

7. To Utilize TLC's Policies and Philosophies

The APM must be familiar with TLC's policy and procedures manual and agency philosophies. Agency philosophies include Behavioral psychology, Positive approaches, person centered planning, normalization, social role valorization, and everyday lives philosophies.

8. To be flexible and dependable

The APM must be flexible and dependable with their schedules in order to meet the needs of the consumer and Agency. This includes arriving to work on time, covering for sick co-workers, being at work during inclement weather and not doing personal activities while working.

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Signature/date