

independently.

11. Work closely with providers of all services received by consumers. These include, but are not limited to, personal care, home support, home health, adult day services, emergency response systems and medical supplies.

11a. Document in daily activity journals for billable units.

12. Monitor consumers to determine their ongoing need for services with documentation in journals.

13. Provide statistical information to supervisor.

14. Attend Care Management and staff meeting. .

15. Attend required and enrichment trainings.

16. Acquire knowledge regarding how to perform back-up duties, as agency needs dictate. These may include other direct service roles, (such as intake and assistance).

THIS "JOB DESCRIPTIONS" REPLACES ANY AND ALL PRIOR JOB DESCRIPTIONS AS OF THE SIGNING AND DATING OF THIS DOCUMENT BY EMPLOYEE AND SUPERVISOR.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct:

Employee's Signature:

Class Title:

Date:

Immediate Supervisor Signature

Class Title

Date

Reviewing Officer's Signature

Class Title

Date