

ICAN Job Description

Role as a Learning Consultant (LC)...

Summary of responsibilities and expectations...

I am an individual in a direct-contact capacity, through ICAN, that serves as the primary teacher responsible for:

- Discovering elements of a person's life that he/she can influence and change.
- Identifying, his/her preferences.
- Relentlessly pursuing and nurturing one's capability.

Interactions with a person served must center upon his/her value and uniqueness...not upon characteristics of the disabilities or limitations. As a teacher, I will direct my focus upon sponsoring growth through the guidelines established by the individual's plan and I will be responsible for recommending changes when necessary to achieve positive results for the person...as a Learning Consultant, I will report to a designated Team Leader, Resource Coordinator or Program Director.

Assuring the growth and development of persons served as follows:

- Always apply the Discovery Process so they can explore preferences and experiences.
- Image the value-based principles through actions and interactions with the person served.
- Assist the person in experiencing growth, decision-making, and purpose.
- Enable the person served to acquire confidence, responsibility and ownership in one's life.
- Identify "windows of teaching and learning".
- Influence...rather than manage or control behavior through the behavior-shaping strategies of the "Neutralize and Redirect" program.
- Assist the person in developing and practicing a morning hygiene and exercise routine for their own personal health.
- Transport and accompany person served to recreation/leisure and learning opportunities within the community in a natural typical manner.
- Monitor the effectiveness of the annual plan's goals and objectives, making positive suggestions when necessary.

- Document growth, interactions, communications, and reactions of the person served in the Journal of Growth on a daily basis. (Daily Logs)

Assure the quality of the health and safety of the persons served through the following responsibilities:

- Monitor the quality of physical and emotional health and report when indicated.
- If certified, administer and record medications as prescribed.
- Take appropriate measures to insure the physical safety of the person served while at the building and surrounding areas and in the community...While in the community all the people we serve are on a line-of-sight basis...always within your sight and a safe distance.

Additional responsibilities and expectations include:

- Insure that all policies, practices, and procedures, in relationship to the rights and opportunities of the person served, are applied in a manner consistent with those established by ICAN.
- Perform all duties in a manner that images valuing and the respect of persons served and co-workers.
- Attend and participate in all assigned opportunities for educational growth.
- Assist with the clean-up of all finished projects as part of the training process. As the end of the day - wrap up and prep for the next day, complete the daily chore from the chore list... remember we are teaching through example.
- Perform other duties as assigned and when needed.
- Able to follow a time schedule.

Role as a Primary Learning Consultant...an ICAN role of advocacy

The Primary Learning Consultant is the #1 advocate for the Person Served at ICAN while they are at the ICAN program...The LC is expected to know the Person served better than any other

LC and be the loudest voice for their primary person. The value-based atmosphere of ICAN creates a staff role that focuses upon the effective implementation of the Goals and Objectives within each individual plan. The Primary Learning Consultant will monitor their person's progress, provide supports for the success of their person and assure that monthlies of that progress are written and turned in by the 5th of the month.

You may not be assigned to work with your primary person each day, but as the "in-house" advocate you can ask for time with your primary, or make suggestions to other LC's as to what the person served needs to accomplish that day, make sure other LC's have access to summarized goals and objectives in the plan.

- You are responsible for the upkeep of your Primary Person We Serve (PWS) daily log book...if it needs replacing, see Cindy.
- Clean out any items that do not pertain to this Plan Year.
- If there is information that you feel would be beneficial to keep in the log book, put it in a plastic cover.
- Make sure the plan in the book is current, check the dates.
- Do not let the blank log sheets run out, have Cindy make copies before they run out.
- Make sure absences are recorded.
- Make sure fire drills and other safety drills are recorded.

These are ways you can be an effective advocate:

- Thoroughly know and comprehend the Value-Base Plan of the person served for whom you are responsible...including:
 - Capabilities...What the person served can do.
 - Preferences...What the person served likes to do.
 - Goals and Objectives...What the person needs to accomplish every month.
 - Agency Responsibilities...Defines our role relative to medical issues, diet, support requirements and other considerations defined by the family or guardian as an agency whole.
 - Notes to the Teacher...that clarify the intent while implementing the Goals and Objectives.
- Closely monitor the person's learning by assuring that the Journal of Growth (Daily Logs) are completed and that the person served participates in activities related to each goal.

- As the “in-house” advocate, you must ask the scheduler/team leader to include increased activity in certain areas in order for activities throughout the month to reflect the Goals and Objectives being worked on.
- Whether or not you are assigned your primary person on any particular day, whenever possible, make sure your primary person is greeted as they enter the building and they are reminded to use the restroom, begin their hygiene and exercise routine.
- Note that when the person you are assigned to on the schedule arrives, you take their card at that time. If you provide instructions for your primary person served with another Learning Consultant, make sure it is noted on their card.
- Please note that we rely upon staff to continually collect Capabilities and Preferences from what the individual reveals throughout their interaction. The form to record this information is called the Discovery Process and is included in each log book and we encourage you to use it as we follow the concept of “people grow from what they can do”. This information is the foundation for growth.
- Also, continually note the progress with current Goals and Objectives and provide information as to additional areas or changes in the plan that you, as the primary LC, feel would positively influence their progress.
- If and when the individual is faced with unusual challenges, suspected medical or emotional issues...please report to administrative staff in a timely manner.
- All dietary restrictions, guidelines, special food preparations, eating out in the community, and other questions pertaining to diet, the Primary Learning Consultant is the “go to” person that should be knowledgeable in regards to all needed information...in the event they are unavailable it is also in the Agency Responsibilities in their plan.
- Each staff person is responsible for preparing a monthly summary report to document the person’s development. We are writing about what the person is increasing in, adding to or improving on...this record confirms that you are effectively implementing the plan and to assure the State that we are meeting expectations for the funding designated for that individual.