

# 245D Basic Job Description

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## Purpose

Provide care and service to designated individual(s) to assist them in achieving their desired outcomes, and as directed by the Support Manager/Authorized Representative (Participant or Participant Representative).

## Qualifications

Successful completion of the Department of Human Services Background Study and when required, a driver's record check and valid driver's license. Other preferred qualifications as required to support the individual receiving services.

## Essential Job Functions

1. Follow verbal and written instructions from the Support Manager/Authorized Representative and Lifeworks.
2. Complete all orientation requirements to meet State rules and statutes. You may be required to complete CPR and/or First Aid training.
3. Complete annual refresher training in the month assigned by Lifeworks.
4. Provide assistance as needed for the Participant to complete ADLs, IADLs, and personal care routines.
5. Maintain and expand activity participation, relationships, and community involvement for the Participant.
6. Provide support for the individual in the areas identified in their Support Plan Addendum (SPA) and Individual Abuse Prevention Plan (IAPP).
7. Provide necessary transportation to and from community sites in support of the Participant as outlined in their SPA.
8. Respond and report any incidents under Lifeworks Basic Services policy "Incident, Reporting and Review".
9. Follow safety procedures and assist in identifying safety needs for self, and the Participant.
10. Comply with the policies, processes and procedures of Lifeworks Services, Inc.
11. Comply with service-specific rules and regulations.

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LIFEWORKS.ORG

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12. Submit actual hours worked, including exact start and end time, in the designated EVV compliant timekeeping system. It is a federal crime to provide false information for medical assistance billing.
13. Other duties as required by Lifeworks.

245D Basic staff are selected and given work direction by the Support Manger/Authorized Representative and supervised by Lifeworks. The scheduled hours of the staff are subject to change at any time and are not guaranteed.

## Acknowledgment

I acknowledge that I have read and understand the job description for the 245D Basic position. I agree to comply with all the duties and responsibilities outlined therein. I understand:

- Any misrepresentation of my qualifications or failure to fulfill the job responsibilities may be justification for termination of employment from Lifeworks.
- This job description does not constitute a contract of employment. Lifeworks and I both have the right to terminate my employment at any time.
- No promise, representation, or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.
- Employment is dependent upon passing county, state, and federal background studies.
- Employment may be dependent upon passing the Department of Motor Vehicle check and providing proof of automobile insurance.