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## **Assistant Program Leader – Client Support Job Description**

The Assistant Program Leader – Client Support at Phyxius Inc is responsible for coordinating and managing client care to ensure a high standard of service delivery. This position involves close collaboration with care teams, families, and other professionals to meet the needs of individuals with developmental disabilities. The role combines administrative tasks, direct client interaction, and oversight of medical, financial, and daily living needs, ensuring compliance with all organizational and regulatory standards.

### **Qualifications:**

This position requires an individual with a genuine interest and demonstrated abilities in working with clients with developmental disabilities. Applicants will be evaluated based on their attitudes, skills, and aptitude for supporting individuals in this field.

- Must pass a background check.
- Must demonstrate capability to physically perform all direct care tasks.
- Must pass Therapeutic Intervention training, including all physical restraints.
- Proof of a valid driver's license with a clean driving record is required.
- Successful completion of Phyxius Inc.'s Assistant Program Leader training is mandatory.

### **Conditions of Employment:**

The first six months of employment constitute a probationary period, during which performance will be evaluated.

### **Availability:**

This full-time position requires flexibility in scheduling, including weekends, holidays, and after-hours responsibilities. The role also demands availability for overnight checks and responding to emergency situations. Employees may be required to work at multiple locations and must be willing to adapt to changing schedules.

### **Reports To:**

This position reports directly to the Program Leader, Operations Supervisors, and Directors.

### **Key Attributes for Success:**

- Compassion and empathy
- Excellent communication skills
- Experience in Direct Care
- Organizational skills
- Problem solving skills
- Familiarity with care plans and documentation
- Empathy and patience
- Attention to detail

- Flexibility
- Team oriented positive attitude

### **Key Responsibilities:**

- Send bi-weekly updates to supervisors and client teams.
- Communicate regularly with families, social workers, and other care team members.
- Prepare and attend client clinicals and Annual Service Plan Meetings.
- Draft and finalize client annual reports and support plans.
- Schedule and attend team meetings, ensuring compliance with minimum annual requirements.
- Write and maintain Client Support Plans.
- Submit and review EUMRs and Incident Reports, ensuring accuracy and timeliness.
- Complete monthly data collection, documentation, and scanning.
- Create and maintain Medication Administration Records (MARs) and ensure accuracy of new medications.
- Schedule and attend client medical appointments, including annual physicals and psych visits.
- Attend important medical appointments (e.g., surgeries) and manage medical referral forms.
- Maintain compliance with all doctor appointments and follow-up care.
- Update and manage house calendars, scheduling events such as Special Olympics, Project Astride, and other activities.
- Maintain and purge documentation in Big Books as needed.
- Oversee client financials, ensuring funds remain below asset limits.
- Check client mail weekly and distribute appropriately.
- Check in with clients regularly to assess needs and provide support.
- Review house documentation (MARs, client charting, house books) during visits.
- Ensure monthly medication reviews and compliance with procedures.

### **Employee Acknowledgment**

Date: 03/12/25

Signature: Miranda Vinen  
Miranda Vinen (Mar 12, 2025 10:03 EDT)



## BILLING INFORMATION ACKNOWLEDGEMENT

This company is committed to compliance with all Federal and State laws that govern the delivery of and billing for services. Minnesota Statutes, section 256B.4912, subdivision 11 requires that upon employment and annually thereafter, staff attest to reviewing and understanding the below statement.

I attest to reviewing and understanding the following statement:

“It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.”

What this means:

- I understand I provide services that are paid for through medical assistance or through federal waiver plans.
- I understand that documentation must be accurate, including my timecard or other time tracking systems.
- Minnesota Statutes, sections 256B.0913 applies to the Alternative Care, 256B.0915 applies to the Elderly Waiver, 256B.092 applies to the Developmental Disabilities Waiver, and 256B.49 applies to waivers for persons with disabilities.

Miranda Ylinen

Printed Name

Miranda Ylinen

Miranda Ylinen (Mar 12, 2025 10:39 CDT)

Signature

03/12/25

Date



**Rationale:**

260C.212 Subd. 14. **Support age-appropriate and developmentally appropriate activities for foster children.** Responsible social services agencies and child-placing agencies shall support a foster child's emotional and developmental growth by permitting the child to participate in activities or events that are generally accepted as suitable for children of the same chronological age or are developmentally appropriate for the child. Foster parents and residential facility staff are permitted to allow foster children to participate in extracurricular, social, or cultural activities that are typical for the child's age by applying reasonable and prudent parenting standards. Reasonable and prudent parenting standards are characterized by careful and sensible parenting decisions that maintain the child's health and safety, and are made in the child's best interest.

**Purpose:**

To ensure that each foster child can experience equal “normalcy” in extracurricular activities as a non-foster child. Following the Prudent Parenting Standards allows the foster child’s extended team to assist with making reasonable decisions in the best interest of the foster child.

**Procedure:**

When a foster child makes a request for an extracurricular activity, overnight stays or wants to make a drastic change in appearance. The designated will contact the guardian and social worker for consultation. If unable to reach either party the designated staff will utilize the Prudent Parenting Standards listed above in statute.

When at all possible the extended team should follow the case plan/out of home placement plan. It is best practice to make these plans as detailed as possible. When making decisions about the foster child the team must consider the following:

- Is it age and developmentally appropriate
- Is it accepted as suitable for children of the same chronological age or level of maturity
- All decisions should be based off of the child’s emotional, physical and behavioral capacities typical for an age group
- Risk of activity
- Importance of experience in the child’s emotional and developmental growth
- Importance of a family like experience
- Wishes of parent and guardian as appropriate

**Benefits:**

Following the guidelines may increase social and emotional bonds; participating in activities that make them feel “normal” may mitigate trauma. Provide foster kids the opportunity to practice skills in a protected environment and contributes to a successful transition to adulthood.

Staff Name Printed: Miranda Ylinen Staff Signature: *Miranda Ylinen* Date: 03/12/25  
•Miranda Ylinen (Mar 12, 2025 10:39 CDT)

# Miranda Ylinen 2V Adobe Office Assistant PL Client Support version JBP 2025

Final Audit Report

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