

**OPPORTUNITIES UNLIMITED**  
*“Maximizing Personal Potential Through Dignified and Purposeful Living”*  
**Waiver Specialist**  
**Job Description**

Supervised By: Director of Waiver Services and Waiver Coordinator  
Supervises: (Not Applicable)  
Evaluation: 90 days, and annually

The person in this position is a leader in ensuring quality and excellence in the care of the clients of Opportunities Unlimited, while vigorously pursuing the mission of Opportunities Unlimited.

**Purpose**

To provide Opportunities Unlimited’s Waiver Specialist with a guide in performing the tasks involved in their chosen profession. Waiver Specialists provide direct client care. Waiver Specialists seek to treat all clients as individuals in a consistent and dignified manner to establish the positive values in each of their lives. (The pride, passion, and self-esteem Opportunities Unlimited employees show in themselves and the job they do, creates a positive attitude among the entire Opportunities Unlimited team which is reflected in the clients’ demeanor and in influencing their successes while reaching their outcome goals.)

**Qualifications**

- Valid driver’s license required
- Genuine interest and commitment to the mission of Opportunities Unlimited and working with individuals with brain injuries and physical disabilities
- Ability to work in emotionally challenging situations while maintaining composure
- Commitment to OU mission of “Maximizing Personal Potential Through Dignified and Purposeful Living”
- High School Diploma
- Able to lift fifty (50) pounds or quarter of your body weight, whichever is less to provide physical assistance to clients as needed

**Job Responsibilities**

- I. Provide direct supervision for all clients. Assist clients in general daily living skills and needs in their homes, the community, or the Opportunities Unlimited Community Center. Understand and effectively implement active treatment and goals (SCL and informal) for clients. This includes, but is not limited to:
  - Cooking
  - Eating
  - Cleaning
  - Personal hygiene
  - Leisure involvement
  - Providing emotional, social, and physical support to clients
  
- II. Communicates effectively, verbally, and in writing. This includes, but is not limited to:
  - Program documentation
  - Communication logs, Incident Reports, Seizure Reports
  - M.A.R. (Medication Administration Record)
  - Relating effectively and professionally to other team members, staff, management, clients, and families
  - Behavior documentation
  - Team meetings
  
- III. Demonstrates appropriate professionalism including, but is not limited to:
  - Maintains attendance as specified in agency policy and procedure
  - Arrives for work as scheduled and completes shift as scheduled

- Provides positive role modeling for all clients including appropriate dress, personal hygiene, and demonstrates proper etiquette and table manners at all times.
  - Uses appropriate language, grammar, and tone when at work. Addresses each individual age appropriately, with dignity and respect, clients and staff alike
  - Shows initiative to complete more than assigned tasks, taking responsibility for all clients and the agency
  - Maintains confidentiality concerning clients and staff outside/within the agency
  - Promotes positive community relations
  - Demonstrates ability to be flexible in all situations with clients and staff alike
  - Respects all “client rights” and promotes the agency’s mission
  - Maintains a positive, productive and growth oriented working environment for clients, co-workers and families
- IV. Work with families, assisting them with coordinating their services and enhancing quality of care for their child
- V. Attends all core class training and strives to implement concepts and techniques in day-to-day client interaction.
- VI. Maintains a safe environment for clients/staff and demonstrates safe work practices including, but not limited to:
- Transporting clients in vans while using proper and adhering to all policies set forth in Vehicle Safety class
  - Observe universal precautions with all clients/staff (especially hand washing)
  - Use cleaning chemicals appropriately and store in proper locked location
  - Familiar with fire and evacuation plans; and run scheduled drills
  - Follow OU dress code
  - Adheres to OU smoking policy
  - Accurately dispense and document all medications passed to clients

Opportunities Unlimited’s Waiver Specialist strives to provide our clients with a positive atmosphere allowing them to **maximize personal potential through dignified and purposeful living.** Opportunities Unlimited’s clients deserve to be treated with the dignity and respect we would accord ourselves and our family members. It is the responsibility of all Opportunities Unlimited staff to do “whatever it takes” to make our clients and agency successful and to create the OU culture of everyone reaching out to help others.

---

Signature

---

Date