Policy:

Due to the nature of the supports Mid-Missouri Supported Living, LLC, provides, staff serve as role models and educators for individuals who often times need support and assistance with social nuances. Staff are expected to conduct themselves in a professional manner that will contribute to helping individuals learn ways to be successful socially, breaking down negative stereotypes about individuals with disabilities, and that will lead to acceptance and inclusion of individuals with disabilities in the community.

Comments:

All staff are expected to:

- Dress professionally and appropriately for activities required during a shift.
- Engage in appropriate daily hygiene and personal care activities to model such healthy behaviors for individuals supported.
- Interact with others in the general community in a respectful way.
- Interact with the individual supported in a respectful way and be prepared to be engaged in interaction with the individual supported throughout the shift worked (i.e. experience things together, as a team, not watch from a distance, or sit by as a passive observer while the individual takes part).
- Never discuss anything related to a specific individual in the presence of another individual.
- Facilitate the individual supported to go out into the community presenting appropriately dressed for the setting/situation.
- Facilitate the individual supported to go out into the community having engaged in appropriate hygiene and personal care activities.

These guidelines are not meant to be discriminatory and personal choice and variation in styles in personal preference is accepted and welcomed.

Staff cannot have visitors while at work. This includes family and/or friends anywhere on the property during working hours for all shifts. You also cannot meet up with friends/relatives while working with an individual supported unless you have written permission from the house manager or Degreed Professional Manager (does not apply to Host Homes).

When working with individuals supported your time needs to be spent working with the individuals. Do not bring homework, computer games, etc., to your shift. Do not spend time on your cell phone while you are being paid to support an individual.

Safe driving is very important. Use of cell phones while operating a motor vehicle while working with Mid-Missouri Supported Living, LLC, is prohibited. If staff is involved in an accident, we have the right to request cell phone records from the driver. Use of cell phone while driving can result in corrective action and/or termination.

Your focus, as staff, should be the safety, care, and welfare of the individuals supported. Failure to do so could lead to corrective action and/or termination.

Employees of Mid-Missouri Supported Living, LLC, shall not engage in any activity that is illegal according to Missouri State Law while on duty. Any illegal activity performed while on duty may result in immediate termination. In addition to this, Mid-Missouri Supported Living, LLC, employees shall not ask or encourage individuals supported to engage in any illegal activities as doing so may result in immediate termination.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL