

MODIFIED DUTIES / SCHEDULE

For additional information, please contact the Administrative Coordinator at 519-524-7362, Ex. 202.

Position:

Modified Duties	Description	Direct Support	Indirect Support
Passive support - no lifting	reading, visiting, games, crafts, life books		
Lifting	files, boxes, laptop, etc. - as tolerated		
Filing	completing necessary filing and eliminating records as per Record Retention Policy		
Computer - on-line and other	sitting, typing, reading as tolerated		
	update forms / Emergency Binder / Meeting minutes / view training videos / computer work with individuals supported		
Cleaning	light household duties, dusting, wipe counters / shelves / furniture		
Laundry	sorting / folding		
Stair climbing	no stairs / 2 stairs / handrails		
Driving	transportation to activities, work, appointments		
Cooking	grocery lists, simple recipes, cutting vegetables, fruit, use of microwave / stove		
Feeding	assisting at meal times, hand-over-hand, cutting food, place food on plate		
Financial	balance petty cash / bank account / individuals' wallets		
Sitting / Standing	as tolerated		
Supervision	supporting individuals who require "supervision" for their health and safety; individuals who require verbal prompts with their daily routines		