

# COMMUNITY LIVING ASSOCIATION

CAREER ENHANCEMENT  
CENTER

**TRAINING  
AND  
SUPPORT**

*Providing high  
quality and timely  
training to staff and  
community members  
in Aroostook and  
Northern Penobscot  
counties.*



2 NORTH STREET  
HOULTON, MAINE 04730  
CALL NOW TO REGISTER  
AT:  
532-5526



# COMMUNITY LIVING ASSOCIATION

## CAREER ENHANCEMENT CENTER

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# COMMUNITY LIVING ASSOCIATION



## American Red Cross Trainings:

American Red Cross first aid, CPR and AED programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life.

Additional training in blood borne pathogens, oxygen administration and injury prevention can be added to CPR and first aid training to prepare you to prevent and respond to life-threatening emergencies.

Red Cross Preparedness programs in first aid, CPR and AED are available for any age and can be tailored to the needs of specific groups and individuals. Whether you work with children, want training for employees, are a professional rescuer, or simply want to know how to help someone in an emergency, the American Red Cross has a program for you.

### Adult CPR

Participants receive certification in checking conscious and unconscious adult victims, administering rescue breathing, clearing obstructed airway, and one person CPR for adults. Certification is good for two years.

### Standard First Aid

Participants receive certification in treating minor injuries and sudden illnesses. Certification is good for two years.

### Infant/Child CPR

Ideal for parents, teachers and daycare workers, this course prepares participants to respond to breathing and cardiac emergencies in infants and children up to 12 years old.

### AED

Participants learn when and how to use an automated external defibrillator in a cardiac emergency.

### Sports First Aid Play it Safe with Sport Safety Training

Sport Safety Training is designed to help coaches, athletic trainers and other participants identify and eliminate potentially hazardous conditions in various sports environments, recognize emergencies and make appropriate decisions for first aid care.



## Blood Borne Pathogens

Community Living Association is committed in providing an effective occupational safety and health training. This 2.5 hour Blood borne Pathogens course is designed in compliance with the Occupational Safety and Health Administration standard and encompasses the following objectives:

1. Definition of Blood borne infections including the symptoms and effects of an infection
2. Definition of Universal Precautions
3. Steps that should be taken after an exposure occurs
4. Employee rights in case of exposure and infection

Community Living Association also promotes exposure prevention methods. Even though there are job duties where there are risks of exposure to blood borne infections, all health care staff can still work safely because of the effective precautions that are available. Each employee can protect themselves through the use of personal protective equipment. Included in this segment is training on the appropriate use of protective gloves, face masks, protective eye-wear and protective clothing. In addition to the appropriate use of personal equipment, there are other work practice controls that must be observed. The following areas will be covered in this program according to safety regulations: decontaminating work areas, instruments and equipment and disposing of regulated waste.

## Delicate Balance: Ethical Considerations in Behavior Management

A “Delicate Balance” is based on the contention that individual staff persons and their day-to-day job concerns must be directly addressed. We believe that if training is to be effective that it must represent the actual questions/concerns and barriers that are confronted each day by this valuable human resource.

This 8 hour training session is based on the wholehearted belief and conviction that behavior intervention must be placed on a stratified, dynamic, continuum that insures that the least intrusive procedure is utilized at all times. In addition, the package stresses the importance of **proactive** strategies and considerations that can eliminate the need for intrusive procedures of any kind. We ask participants to adopt an attitude that examines and addresses **CAUSES** of certain behaviors (both staff and client) rather than focusing on **SYMPTOMS** only.

Staff must look within themselves to discover answers to difficult behavioral situations and they must advocate not blindly, but with accurate information and a supported feeling that they are **THE MOST IMPORTANT VARIABLE IN BEHAVIOR INTERVENTION.**

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## MAINE COLLEGE OF DIRECT SUPPORT - Required Lessons

### **\*ME DSP Professionalism:** (4 online lessons + class)

- ✦ Introduction
- ✦ Becoming a Direct Support Professional
- ✦ Practicing Confidentiality
- ✦ Contemporary Best Practices
- ✦ Applying Ethics in Everyday Work

### **\*ME Intro to Developmental Disabilities:** (4 online lessons + class)

- ✦ Introduction
- ✦ A Brief History of Developmental Disabilities
- ✦ The Language and Ideas of Best Practice
- ✦ Causes of Developmental Disabilities
- ✦ Services for People with Developmental Disabilities

### **\*ME Individual Rights and Choice:** (3 online lessons + class)

- ✦ Introduction
- ✦ Overcoming a Past of Barriers and Restrictions
- ✦ Overview of Individual Rights
- ✦ Your Role in Supporting Expression of Rights and Facilitating Choice Making

### **\*ME Maltreatment:** (4 online lessons + class)

- ✦ Introduction
- ✦ Defining Abuse, Neglect and Exploitation
- ✦ Preventing Abuse, Neglect and Exploitation
- ✦ Reporting Abuse, Neglect and Exploitation
- ✦ ME Reportable Events

### **ME Supporting Healthy Lives:** (3 online lessons)

- ✦ Introduction
- ✦ Signs and Symptoms of Illness
- ✦ Care of Common Health Conditions
- ✦ Living Healthy Lives
- ✦ Safety for All Occasions

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## MAINE COLLEGE OF DIRECT SUPPORT - Required Lessons Continued:

### **ME Safety at Home and in the Community:** (4 online lessons)

- ✦ Introduction
- ✦ Risks, Choices and Common Sense
- ✦ Safety at Home
- ✦ Fire Safety
- ✦ Safety for all Occasions

### **ME Teaching People with Developmental Disabilities:** (2 online lessons + class)

- ✦ Introduction
- ✦ Understanding Teaching
- ✦ Preparing to Teach

### **ME Personal Care:** (2 online lessons)

- ✦ Introduction
- ✦ Understanding Personal and Self Care
- ✦ Individualizing Personal Care

### **ME Community Inclusion:** (4 online lessons + class)

- ✦ Introduction
- ✦ The DSP Role in Community Inclusion
- ✦ Matching Community Supports with Individual Interests
- ✦ Community Bridge Building and Networking
- ✦ Natural Supports

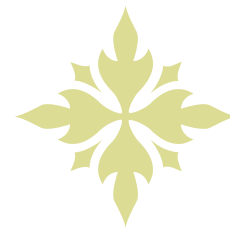
### **ME Cultural Competency:** (2 online lessons + class)

- ✦ Introduction
- ✦ What is Cultural Competence?
- ✦ Communication

### **ME Positive Behavior Support:** (2 online lessons + class)

- ✦ Introduction
- ✦ Understanding Behavior
- ✦ Functions and Causes of Behavior

### **ME Human Sexuality** (1 online lesson + class)





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## **Medication Courses for Health Care Professionals:**

### **Certified Residential Medication Aide (CRMA)**

The Certified Residential Medication Aide (CRMA) standardized curriculum is designed for unlicensed workers. Successful completion of this course satisfies Departmental training requirements for workers who wish to pass medications in certain assisted housing programs.

It is a regulation requirement for Level III and Level IV Residential Care Facilities, Level III and Level IV PNMs and Assisted Living Facilities to have workers trained in Medication Administration to administer medications in these settings. The CRMA 35-45 hour curriculum is for all other Level III and Level IV facilities. This program can only be taught by trainers approved the DHHS Division of Licensing and Regulatory Services.

### **CRMA Recertification Preparation Class**

This is a two (2) hour CRMA review and preparation class designed to assist individuals in preparing individuals for recertification as a Certified Residential Medication Aide.

### **CRMA Recertification**

This is an up to eight (8) hour testing day for individuals seeking to recertify as a Certified Residential Medication Aide. This is a required course for all CRMA's bi-annually.

### **Medication Administration for Shared Living and Family-Centered Home Support**

This course is for people who administer medications to only 1 or 2 people in a Shared Living or Family-Centered Home Support setting funded under MaineCare section 21. This course is for the primary home provider as well as any others who administer medication only to the 1-2 people living in the home. Anyone who is paid to administer medications to other people in other settings is not eligible to take this course.

Upon successful completion of this course, you will be certified to administer medications to the 1 or 2 people who live in your home. You are not certified to administer medications to anyone else. If you provide respite for another home provider, or if you

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## Proactive Alternatives for Change (PAC)

This 18 hour training encompasses a wide variety of therapeutic interventions for preventing and management of aggressive behavior. In everything we do our primary mission is to ensure the safe, humane and dignified treatment of clients by equipping you with a broad repertoire of mental, emotional, and behavior skills. In this training process we adhere to the following principles: EMPATHY: all interventions must be built on the foundation of an empathetic understanding of the needs of the client. PREVENTION: Prevention of violent incidents should be our first concern and can be accomplished to a significant degree with effective assessment and planning.

## Seizures

Seizures. What are they? What causes a person to have one? Are there any methods to prevent a seizure from occurring? What do we do if we witness a seizure? How and when do staff in health care settings report and document a seizure? These are just a few of the questions answered during this 30 minute training session. Areas to be covered are as follows: The definition, response methods, Procedures for observing and reporting and precautions.

## Sexual Harassment

Maine Sexual Harassment Education and Training Law require all facilities that employ 15 or more people to instruct new employees in sexual harassment. The time limit enforced in this law is one year from the employee's original date of hire.

In this 30 minutes training, all employees will be introduced to the history of sexual harassment prevention in the work place. Training will include the illegality of sexual harassment, the definition of sexual harassment, regulations developed by the state and federal governments, Maine's Human Rights Act, and title VII of the Civil Rights Act of 1964. Once training participants have been briefed on how sexual harassment was developed and how it is enforced by law, trainees will be given scenarios sexual harassment.





## Supporting Everyday Living Fundamentals (SELF)

### COMFORT THROUGH THE JOURNEY - DEATH & SEPARATION CONSIDERATIONS

Grief is a natural process that people go through when they suffer a deep loss. The reactions it produces vary greatly from one person to another.

Objectives to review:

- To increase direct cares' awareness about bereavement process.
- To understand how the grieving process may affect behavior patterns.
- To learn methods/tools to support individuals during the grieving process.

### DEVELOPMENTAL SUPPORTS

Developmental supports is learning alternative ways of communication. Though many individuals with developmental disabilities have a communication program, we should always be looking for various ways to help our clients better communicate with us as well as those in the community. This training reviews various types of communication and to keep in mind particular clients that may be successful in using one of these methods.

#### Respect

Providing information about how to promote and communicate respect to our peers and to the individuals with whom we work in health care settings. Understanding client rights. Understanding that on a practical level that treating someone with respect includes taking into consideration other's feelings, needs, thoughts, ideas, wishes and preferences.

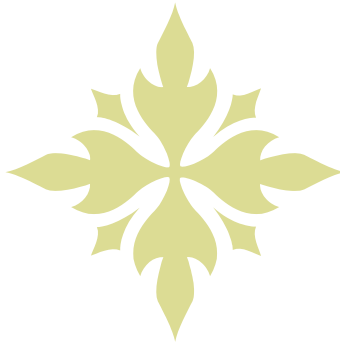
#### Verbal Abuse Prevention

Providing information about what constitutes verbal abuse, how to recognize it and how to prevent it.

*In addition to the regularly scheduled trainings outlined in this Training Catalog, Community Living Association's Career Enhancement Center staff are trained and certified to provide a large number of disability specific and helpful courses upon your request.*

*We will work with you to meet the on-going training needs of you and/or the employees of your agency.*

*Please contact us for additional information at: 532-5526*



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