

Direct Care Staff Job Description

General Summary

This position will be supervised by the Program Manager and Assistant. Manager and will:

- A. Facilitate the implementation of all in-house programming and safety procedures
- B. Monitor and assist residents in all areas of socialization.
- C. Facilitate the implementation of resident's individual treatment plan.

Description of Work

General Supervision:

- A. The Direct Care Staff are responsible for the safety and security of the home and residents 24 hours a day.
- B. Complete daily program goals, assisting residents in all areas necessary in the development of their treatment plan, for example:
 - 1) Monitor, supervise and assist residents with personal hygiene, proper attire and appearance.
 - 2) Maintain a clean and safe environment for the residents by following home specific cleaning lists and procedures.
 - 3) Encourage residents in all areas of their Daily Living Skills.
 - 4) Set up and administer medication as prescribed by doctors, following all medication passing procedures.
 - 5) Assist residents in developing positive living skills, using community resources, such as Public Transportation, Government Agencies, Libraries, etc.
 - 6) Always secure medications, sharps and cleaning supplies to insure safety of the residents.
 - 7) Assure transportation of residents to and from doctor appointments, activities, work programs, etc. in a safe and timely manner.
- C. Provide consistent, ongoing care for the residents with co-workers by:
 - 1) Attending all staff meetings, training's, in-services and working all schedules shifts.
 - 2) Never leaving the home until properly relieved, following home specific policy.
 - 3) Maintaining appropriate verbal and written communication with co-workers and supervisors regarding the resident's progress by providing complete, documentation in an accurate, honest and timely manner. This includes, but is not limited to - Behavioral data, progress notes, medication sheets, seizure charts, etc.
 - 4) Maintaining a positive, appropriate and professional relationship with residents, co-workers and consultants, as you are setting the example for your home and represent the company.
 - 5) Completing your homes training program and learning all residents individual treatment plan, to be effective in the ongoing training of new employees.
 - 6) Learning all basic home procedures and policies including, but not limited to: grocery shopping, ordering medications and pick-up procedure, physician visits, home and van maintenance, paging systems, evacuation procedures, etc.
 - 7) Advocating for the humane and dignified treatment of our residents, and following proper reporting procedures to protect their Recipient Rights

Clinical Support

- A. Report changes in behavioral, mental and physical health status to immediate supervisor.
- B. Assist new residents in establishing compliance with program guidelines and house rules.
- C. Document incident and accident reports using proper procedures.

I have read and understand the above job description.

Signature _____