

# Reaching Maximum Independence

## Job Description & Qualifications Direct Care Staff

PURPOSE: To identify the role, requirements, responsibilities, and qualifications for all direct care staff employees.

Direct Care Services are performed under the Residential Services (HCS~own home/ family home, 3 & 4-bed group homes, ICF/IDD~6-bed group homes) and Day Habilitation services to provide direct supervision and/ or assistance and training for individuals to promote greater independence in the community.

Direct Care Staff are under the direct supervision of the program's house manager/ day program supervisor, and are monitored by the RMI LVN and RN, QMRP, and Case Coordinator as well as the quality assurance personnel.

### RESPONSIBILITIES:

#### A. Daily documentation the following:

- ❖ Direct personal assistance with activities of daily living (grooming, eating, bathing, dressing, and personal hygiene).
- ❖ Assistance with meal planning and preparation
- ❖ Securing and providing transportation
- ❖ Assistance with housekeeping
- ❖ Assistance with ambulation and mobility
- ❖ Reinforcement of counseling and therapy activities
- ❖ Assistance with medications and the performance of tasks assigned by the RMI RN or LVN
- ❖ Supervision of individual's safety and security
- ❖ Facilitating inclusion in the community activities, use of natural supports, social interaction, participation in leisure activities, and development of socially valued behaviors
- ❖ Habilitation
- ❖ Maintenance of the facility and facility documentation
- ❖ Maintaining the cleanliness and sanitation of the interior and exterior of the facility
- ❖ Accounting for all monies at the facility
- ❖ Conduct Continuous Active Treatment
- ❖ Maintaining documentation as required which include, but is not limited to the following: mileage (company & personal vehicles), cleaning schedules, financial forms (including receipts) communication logs, MAR's, Accident and Injury forms, Medication Error Forms, Incident Forms, and accurate documentation on time card.

B. Member of the IDT

- ❖ Attend consumer staffings when invited
- ❖ Inform head of IDT of any changes with the consumer
- ❖ Maintain knowledge of the individuals served (ISP, quarterlies, medication changes, etc.)

REQUIREMENTS:

- ❖ Maintain current training in CPR, First Aid, Defensive Driving, Abuse & Neglect, Active Treatment and MANDT.
- ❖ Attend staffings that are both consumer oriented as well as facility oriented.
- ❖ Assist with development and implementation of individualized supports for individuals. Adhere to all RMI policies & Procedures as they pertain to this position.

QUALIFICATIONS:

- ✓ Must be at least 21 years of age
- ✓ Obtained a High School Diploma or General Education
- ✓ Clean criminal history & Employee Misconduct and Nurse Aid Registry Clearance
- ✓ Drug free
- ✓ Meet corporate requirements for employment
- ✓ Meet physical capacity requirements

I hereby acknowledge these responsibilities and fully realize that by duties are not limited only to those mentioned.

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*Direct Care Staff*

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*Date*