



Reach For Your Potential

JOB TITLE: Direct Care Professional

DIVISION: Residential/Hourly

REPORTS TO: Service Coordinator

REVISION NO.: 7

REVISION DATE: 1/2/2018

POSITION SUMMARY:

Direct Care staff responsibilities vary greatly in connection with which members they work with. Some members require constant supervision and complete personal cares. On the other end of the scale, some only require verbal reminders to complete their daily tasks. The Direct Care providers are what make our agency work; they are expected to be dependable and care for the members with patience and attention to their individual needs and wants.

ESSENTIAL JOB FUNCTIONS:

- Provide assistance to members to achieve goals.
- Provide on-going support to members.
- Provide input to the Residential Facilitator, Medical Team, and Service Coordinator to better serve the members.
- Maintain accurate and complete documentation of member goals and progress.
- Attend community outings and activities as scheduled.
- Assist the members with transportation for grocery shopping, banking, medical appointments, employment, family visits, community activities, etc.
- Assist with all activities of daily living, including toileting, feeding, and hygiene needs.
- Assist in maintaining the cleanliness of the location.
- Report to work as scheduled.
- Maintain ongoing communication with direct supervisor.
- Complete other duties as assigned.

JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:

High School Degree or its equivalent.

SKILLS:

Must be able to read, write, and communicate effectively with members and staff. Patience in working with disabled adults is necessary. Needs to have a caring attitude and be supportive and encouraging to members. A good driving record and sufficient insurance to transport members is preferred.



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SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT TO BE USED:

Knowledge of how to operate typical household appliances, including stove, microwave, dishwasher, etc. is preferred. Training for specialized adaptive equipment for individual members will be provided.

TYPICAL PHYSICAL DEMANDS:

It is preferred that the employee is able to lift at least 50 lbs. Must be willing and able to assist with toileting and other activities of daily living as required.

WORKING CONDITIONS:

Majority of work is done in each member's home or apartment, which may be a Reach For Your Potential site or a home or apartment in the community. Includes assisting members to attend community outings. Schedules are as determined by the Service Coordinator and may include day, evening, and/or overnight shifts. May be called upon to work overtime or odd schedules.

Employee Signature

Date

Employee Printed Name