

FROM THE HEART

JOB DESCRIPTION

Day Program Direct Care Staff

SUMMARY: Provides active treatment training and support services to individuals w/ disabilities served by From the Heart Agency in a Day Program setting. Active treatment training and support services are provided in compliance with the Individual Service Plan, and through duties assigned to assure the delivery of necessary support services. At all times comply with licensing and/or contract treatment requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assistance for each individual can range from occasional verbal reminders to total assistance by the staff according to the functioning level of the individual.

1. Provide services and supports as identified in each Individual Service Plan.
2. All documentation is to be completed every day before the end of shift; Daily Progress Notes, ISP Tracking, Bathroom Chart, Daily Attendance.
3. Cell Phones must be on vibrate at all times, only emergency calls are permitted when not on break.
4. Interact with all individuals with appropriate voice tone, level, and pitch, language used and gestures and physical movements in compliance with individual rights. At all times respecting the rights of individuals.
5. Provide formal and informal training and assistance in activities, daily living, dressing, bathing, eating, cooking, cleaning, etc.
6. Provide formal and informal training and assistance with social interaction skills: talking, writing, leisure activities, treatment toward self and others, etc.
7. Provide transportation for individuals to and from community outings/ activities and as required. Using FTH transportation.
8. Employees receive (2) two 30 minute breaks when working a 6.5-8 hour shift
9. Employee is responsible to attend work as scheduled and arrive to work on time.
10. Calling out/ Sick must be called in 2 hours before shift for it to be excused
11. Each employee is required to attend Mandatory Training Sessions / Staff Meetings.
12. Work shift as scheduled, any scheduled changes must be approved by management.
13. Comply with all Job Duties, Policies & Procedures, and Protocol and other written or verbal directives.

14. In facility setting the ratio is 10 to 1
15. In community settings the ratio is 3 to 1.
16. Pay period is from Saturday – Friday of each week, all time card are collected on Monday.
17. Request Time off Slips must be received 10 days prior to the dates.
18. Incident Reports are to be completed within 24 hours of the incidents.
19. Maintain a healthy, clean and safe environment. Cleaning is completed before shift is completed
20. Observe for signs of illness or changes in health and report to supervisor and/or nurse.
21. Provide Behavior Support Services as identified in the Individual Service Plan.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING AND/OR EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE/ MATH/ REASONING ABILITY:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence, Ability to effectively present information in one-on-one and small group situations to clients, families and other employees of the organization. Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

LICENSES, POLICE CHECK, REGISTRATIONS and CERTIFICATIONS:

- Current Driver's License AND eligible to meet driving insurability standards.
- Acceptable police check with no violations involving abuse, neglect, assault, theft, or other potential client right's issues
- Ability to obtain and maintain First Aid/ CPR certification; H.E.L.P or CPI certification; and Delegated Nursing certification.
- A physical examination to verify the absence of communicable diseases (which include a TB screen) and the physical ability to perform the duties. May also require a drug screen

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to sit. The employee is occasionally required to keep balance and stoop, kneel, crouch, or crawl.

Some individuals can become physically aggressive toward self or others and this may require the employee to physically redirect and/or physically hold and/or control the individual. This requires physical flexibility and endurance, emotional calmness and ability to follow the plan of care, implement the approved intervention techniques and to adhere to policy.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals normally occurring in household cleaner. The employee is occasionally exposed to wet and/or humid conditions at bath time.

The noise level in the work environment is usually moderate due to talk and movement of the individuals and staff in the home and the use of normal household appliances. The noise level can increase due to yelling or screaming by individuals.

Exposure to body fluids and blood-borne pathogens is possible due to assistance with toileting, menses, first aid, and/or physical aggression. Staff is encouraged to take a Hepatitis B vaccine.

VERIFICATION OF RECEIPT OF DIRECT CARE GIVER JOB DESCRIPTION:

I, _____, have read the above job responsibilities and fully understand the conditions set forth therein, and hereby agree to perform those duties to the best of my knowledge and ability.

I understand that I will be held accountable for the implementation of all assigned duties and that if at any time I am uncertain as to how to handle a situation or proceed, I am to seek guidance from my immediate supervisor.

I understand that duties may be added, deleted, or adjusted as needed to meet the goals of the organization.

I also understand that this is an employment at will relationship and not an employment contract. Employment at will means that I may resign at my will and that I may be terminated from employment at the will of the company.

Signature

Date