

# Direct Care Staff Job Description

## Direct Care Staff.

Direct Care Staff are hourly employees. Direct Care Staff provide the on-site care and implementation of the care plan. Direct Care Staff are supervised and evaluated by the House Leads, Supervisor, PC and the Administrator.

## Minimum Qualifications

- Must be at least 18 years of age.
- High school graduate or GED equivalent is preferred.
- Must have a valid driver's license.
- Must have a MVR with less than 4 points in the last 12 months.
- Must have a reliable automobile and is personally and solely responsible to maintain current and appropriate automobile insurance/registration.
- Must be able to demonstrate the ability to understand, implement, and document participant programs effectively.
- Will complete a Criminal Background Check through the Idaho Department of Health and Welfare before working with participants.
- Will have and maintain current CPR and First Aid Training.
- Will complete the Assistance with Medications Course.
- Must be able to lift 25 pounds.
- Must be free from communicable diseases.

## Duties and Responsibilities

- Must read, know, and follow all PP&O provided by St. Fillan's, LLC and seek clarification when needed.
- Support and follow all guidelines/directions from the House Leads, Supervisor, PC and the Administrator. If any instructions are confusing they need to request further instruction or clarification.
- Be on time and ready to work for all scheduled shifts, or contact the House Leads, Supervisor, PC and the Administrator before the shift is to start to report being tardy or absent.
- Assist the House Leads, Supervisor, PC and the Administrator with participant's assessments and be

proactive in the development of written goals and objectives.

- Participate in interdisciplinary team meetings as requested.
- Collaborate on employee and participant schedules.
- Review client red binder at the beginning of each shift.
- Collect data on participants daily and have paperwork in order before the end of each shift.
- Read and initial all required areas in all the binders.
- Develop and maintain a positive working relationship with other Direct Care Staff, House Leads, Supervisor, PC and the Administrator.
- Ensure that safety procedures are followed and practiced at all times.
- Make sure all safety equipment in the home is current and easily accessible. Report any lapse to House Leads, Supervisor, PC and/or the Administrator for correction.
- Always maintain a professional and appropriate appearance when working with participants.
- Role model appropriate social behavior at all times.
- Express any concerns or problems to House Leads, Supervisor, PC and/or the Administrator immediately.
- Remember the participant is always your first priority and their rights need to be protected at all times.
- Assist with schedules, budgeting, shopping and outings with/for the participants.
- Provide positive supports with the participant in their homes and help them with daily activities including ADL's, hygiene and cleaning.
- Help participants with problem solving and positive suggestions in decision making process.
- Follow weekly check lists provided by the House Leads, Supervisor, PC and/or the Administrator pertaining to each shift responsibilities.
- Attend all scheduled training to ensure continual provision of quality service to participants.
- Adhere to the Code of Ethics.
- Abide by all applicable sections of the Policy, Procedure and Operations Manual.

I have read and completely understand and agree to the Direct Care Staff Job Description as written in the St. Fillan's, LLC Policy, Procedure and Operations Manual, which I have been provided and which I read in full. The information above was presented to me in the orientation process and was discussed and explained to my satisfaction at that time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_