

Direct Care Staff

Date

04/07/2017

Reports to

1. House Manager
2. Regional Manager

JOB DESCRIPTION**Summary/Objective**

Supports developmentally disabled residents by tending to their individual needs and assisting to enhance their daily life skills. Ensures the safety and general wellbeing needs are being continuously met. Direct care staff help maintain the smooth operation of the facilities that shelter intellectually disabled clients through the deliverance of essential care such as: personal hygiene, meal preparation, housekeeping, transporting residents to and from appointments and events, and other various activities of daily living.

Essential Functions

- Providing services for individuals with developmental disabilities with a positive, yet realistic, approach.
- Ability to work as part of a team and positively represent the Farm in the Dell, Butte in the community.
- Attends to the most basic needs of clients who have the varying degrees of developmental disabilities as outlined in their Personal Support Plan (PSP).
- Must have patience; good communication skills; basic math, reading and writing skills.
- Adherence to a professional code of ethics and confidentiality; recognizing the rights of residents and clients.
- Knowledge of and ability to comply with the Federal, State and Farm in the Dell, Butte guidelines, protocols and/or procedures.
- Instructs or advises clients on matters such as household cleanliness, personal hygiene, nutrition, and other necessary life-skills.
- Prepares and maintains records of client progress and services performed, and changes in client condition via the communication log, self-report checklists and/or incident reports.
- Completion of periodic training as necessary.
- Attending all staff meetings and participating in events.
- Ensure the residents environment is kept clean, tidy and organized at all times.
- Providing accurate and thorough cross-training to other employees.
- may occasionally lift and/or move 50 to 75 pounds
- Must be able to handle highly stressful situations on a day to day basis.
- Observation and reporting of the residents' conditions and behaviors to other staff.
- Other duties as assigned by a supervisor.

Required Education and Experience

- CPR
- Right Response
- Background Check
- Medication Administration Certification
- Driving record/DMV

Competencies

- Self-motivation.
- Time Management.
- Resourcefulness.
- Decision Making.
- Organization Skills.
- Communication Proficiency.

Work Environment

- Frequently exposed to wet and/or humid conditions and outside weather conditions.
- May be exposed to poor driving/road conditions when traveling.
- May be exposed to animal waste or unclean exterior conditions.
- The employee may be exposed to pets and livestock, including: cats, dogs, chickens, ducks, goats, pigs, cows, donkeys, llamas, etc.

Other Duties

- Must work with the best interest of the residents and the Farm in the Dell, Butte as the primary priority within the position.
- Works with livestock and other animals.
- Gardening.
- Participates in the involvement of Special Olympic training and events.
- Assists in preparing for the annual state inspection beginning in January of each year as directed by management.

Please note:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

All levels of management have approved this job description:

Regional Manager _____

House Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____