



## **Job Descriptions (Direct Care Staff DCS2)**

### **Qualifications**

An applicant shall:

- Possess a high school diploma or GED
- Be at least 18 years of age
- Have at least three months of experience working directly with the elderly and/or developmentally disabled populations (six months of experience is preferred)
- Have basic computer skills and access to email
- Read, write, understand, and communicate written instructions in English
- Have a valid driver's license with a clean DMV (five year) driving record
- Possess the physical and mental ability to drive a vehicle
- Have access to an insured and reliable vehicle
- Obtain a fingerprint clearance card
- Maintain a drug free lifestyle
- Maintain good physical and mental health
- Successfully complete a background check
- Possess the mental fortitude and stability to handle stress
- Commit to completing an Employee Annual Attestation form
- Complete CPR, first aid, and other necessary training
- Perform other job duties as it pertains to direct care staff

### **Duties and Responsibilities**

The direct care staff member shall:

- Provide services according to the client's ISP
- Provide services at the time and place assigned
- Report and communicate changes in a client's condition to a supervisor immediately upon discovery of the change
- Formulate reports and documentation in relation to services provided and client conditions
- Provide day-to-day direct support to clients
- Provide opportunities for the clients to learn new skills in a variety of areas
- Help clients meet personal, physical, homemaking needs and goals
- Assist the clients with contributing to and participating in the community
- Assist the clients with developing relationships with others

#### Job Duty Tasks Examples:

- Assist the client with bed making
- Assists the client with laundry
- Assist the client with food preparation and storage
- Assist the client with light housekeeping
- Assist with medication oversight
- Assist with medication reminders
- Assist with transporting to doctor's appointments
- Assist with transporting to community events
- Assist with grocery shopping
- Assist with personal item shopping
- Assist with prescription medication pickup and delivery (at reputable pharmacies only)
  - Retrievals for items such as illegal (and some legal) substances are strictly prohibited
- Assist with toileting
- Assist with walking, ambulation, and transferring
- Assist with eating
- Assist with bathing
- Assist with dressing and grooming

#### The agency requires that all direct care staff workers:

- Treat each client with dignity and respect
- Report to a shift on time
- Demonstrate good observance of working hours with minimal absences
- Be punctual
- Be organized
- Provide notification of absence ahead of time
- Maintain an upkeep of personal appearance
- Adhere to the agency's dress code
- Adhere to the state's federal regulations and laws
- Adhere to the agency's code of conduct
- Adhere to the training methods
- Adhere to the agency's policies and procedures
- Have safety consideration for clients
- Be able to work without close supervision
- Have the ability to adjust to work situations
- Complete assigned work in a timely manner
- Maintain accurate work performance and maintain thorough and expected standards of quality
- Be able to accept suggestions of improvement