



RESIDENTIAL DSP JOB DESCRIPTION

JOB DESCRIPTION: DIRECT CARE STAFF (RESIDENTIAL)

Job Location: On Site

Reporting to: Group Home Manager

Position Description

The Direct Care Staff is essential to all group homes and in the task they do. Direct Care Staff provides consumer residents with a healthy and safe, stable, sanitary home environment. Direct Care Staff must be able to adapt and perform job duties in demanding environments when needed. Complete daily notes and other required reports after every shift for all Direct support staff, with no exceptions. Direct Support Staff are to work under the DMAS and DBHDS guidelines and regulations.

Duties include but are not limited to:

- Provides services in the group home to promote health and a safe, stable, sanitary home environment.
- Provides health-related services such as observation of self-administration of oral medications.
- Keeping the group home environment neat and clear of fall hazards.
- Must have adequate mobility that requires frequent walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs, and torso in providing various care.
- Must be able to regularly lift and/or move up to 40 pounds and occasionally must lift and/or move up to 50 pounds.
- Complete daily notes and other required reports after every shift.
- At all times maintain the confidentiality of all records and reports.
- Ability to respond to the direction of the House Manager/Director in the event of an emergency.
- Ability to adapt and perform job duties in demanding environments (i.e. temperature changes, and various other household chemicals)
- Maintain regular and punctual work attendance.
- Ability to read and write the English language.
- Knowledge of the basic elements of nutrition and meal planning and ability to put knowledge into daily practice. SHRS Revised 12/2022
- Knowledge of the principles of individual care, especially with respect to feeding, bathing, and dressing an individual, and the ability to put knowledge into daily practice.
- Knowledge of housekeeping skills such as cooking, laundering, ironing, and cleaning necessary to maintain a clean, healthful, and pleasant environment and the ability to put knowledge into daily practice.
- Knowledge of changes in the consumer's condition that should be reported to a supervisor or nurse and the ability to put knowledge into daily practice.
- Knowledge of the ethics and confidentiality requirements involving the Direct Care Worker programs.
- Ability to establish and maintain effective working relationships with employees and individuals.
- Ability to operate household appliances.
- Reads and follows the Individualized Service Plan (ISP) for individuals.
- Ensures all services are provided according to the SP (skill-building and support with hygiene and self-care, health and safety needs, daily living activities, meals, and recreational activities).
- Attends trainings and meetings as required.

Desired Skills and Experience

- Having experience with individuals on the DD Waiver is a plus.
- Be familiar with guidelines placed by DBHDS and DMAS.
- Valid Drivers' license and proof of insurance in compliance with driver requirement policy.
- Access to a personal vehicle.
- Knowledge of and ability to comply with state licensing, Medicaid, and other agency standards.
- Complete and pass a Department of Social Services and Federal Background check.
- Ability to work assigned work schedules and be on call when needed.
- Ability to maintain records, and prepare reports and required paperwork according to licensing and agency requirements in a timely manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.



Sunny Haven Residential Services

Staff Name: Training

Date: 08/22/2023

- Must be 18 years of age or older.
- ASL preferred but not mandatory
- CPR and First Aid Certification or ability to acquire certification within 30 days of employment.

Skills and Competencies

People and Team Development: Demonstrates inspirational team building that motivates and engages others. Helps create a culture where everyone feels valued and contributes to the continued success of the organization. Acts as a role model; inspires people to act.

Drive Results: Translate strategy into action and drives tenaciously and innovatively for outstanding results. Displays creativity in avoiding problems, and reacting quickly and decisively to deal with risks and opportunities.

Relationship Management: Develops and maintains effective collaborative relationships and networks with strategic contacts.

Ownership: Takes personal responsibility for performance. Works towards continuous professional growth and learning.

By signing this document, I understand/acknowledge my roles and duties of the job description listed above

Training

Employee

Date

Supervisor/Manager

Date

PREVIEW ONLY