



COMMUNITY ENGAGEMENT JOB DESCRIPTION

JOB DESCRIPTION: DIRECT CARE STAFF (Community Engagement)

Job Location: On Site

Reporting to: Community Engagement Manager

Position Description

The Direct Care Staff is essential to all group homes and in the task they do. Direct Care Staff provides consumers 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 a community setting to promote health and a safe, stable, sanitary environment.
- Provides health-related services such as observation of self-administration of oral medications.
- Guiding consumers to maintain an environment that is safe 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 Community Engagement 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 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.
- Vehicles used to transport clients need to be maintained and all inspections are up to date.
- Insurance on vehicles used to transport clients are current.
- Safety features of vehicles used to transport clients are undamaged and functional such as seat belts and door locks.
- Must be able to pick up clients no later than 9:15am, and return no sooner than 2:45pm, unless otherwise agreed on with the CE Manager or an emergency arises.
- 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.
- Satisfactory Driving Record in compliance with Driver Requirement Policy.
- Must be 18 years of age or older.



Sunny Haven Residential Services

Staff Name: Training

Date: 04/03/2023

- 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