

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Day Habilitation Direct Care Provider
PROGRAM: Connexions Day Habilitation
SUPERVISED BY: Program Manager
STATUS: Full-time, Part-time, On-Call/Hourly/Non-Exempt

JOB SUMMARY: This position supports participants in the Connexions Day Habilitation program and is responsible for the direct care to assist consumers with participating in community activities, social interactions, developing essential life skills and assistance with personal hygiene tasks. The position assists program participants in developing and refining skills to increase their independence.

QUALIFICATIONS:

Personal: Must be able to maintain program participant confidentiality, and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries. At least 18 years of age and able to relate well to both children and adults; Demonstrate warmth, insight, interest and respect for persons with disabilities; maintain the ability to cope with emergency situations, e.g. accidents, CPR, seizures, etc. in a calm and efficient manner; have and maintain the ability to carefully follow the program and licensing regulations and procedures; and demonstrate unusual patience and positive attitudes towards persons experiencing developmental disabilities.

Education/Experience: High School Diploma or equivalent, at least one year experience delivering direct care services to human service recipients either in a classroom, daycare, medical or residential setting, and possess current CPR and First Aide Certificates.

Skills: Must be able to provide accurate documentation and paperwork for all assignments; able to identify and act upon potential needs of consumer and/or family.

Physical Requirements: The ability to lift a minimum of fifty pounds. The ability to perform a two person lift of an individual weighing seventy pounds. Must be in a state of physical and mental health that does not adversely affect the health, safety or personal welfare of program participants.

Other Requirements: A minimum of 24 hours of field related training must completed each year.

Must have reliable, consistent transportation to work site. If participant transport is part of job duties, may need own vehicle or agency vehicle.

Training Requirements: Agency and department orientation; First Aid/CPR; de-escalation techniques; blood borne pathogens; other participant specific training

RESPONSIBILITIES:

1. Provide care to participants without discrimination as to race, religion, sex, age, or disabling condition.
2. Provide care that is participant focused and promotes independence and community participation.
3. Plan and execute participant activities.
4. Identify changes in participant functioning.
5. Arrive promptly and complete the assigned shift. Call the office with as much notice as possible if ill or in the event of an emergency.
6. Know and adhere to established agency policies and procedures. This includes but is not limited to:
 - a. attending a 2-4 hour agency orientation
 - b. demonstrating comprehension of and compliance with Catholic Social Services policies and Connexions program procedures.
 - c. demonstrating competency in completing all required forms, time cards and reports.
7. Maintain a positive, professional working relationship with participants, their parents/caregivers, and other agency staff.
8. Update and upgrade skill level by attending in-service training provided by the agency or other authorized training so a minimum of 24 hours of training is received annually prior to the employee's anniversary date. The employee is responsible for documenting and providing evidence of training they receive.
9. Accept and integrate supervision. This includes:
 - a. following program administrative staff instructions, directives and program procedures.
 - b. monitoring will be done by case notes, participant/ parental evaluation and direct observation by supervisor
10. Provide care for participant regardless of location by creating and maintaining an atmosphere for both the participant and the parent/guardian that is welcoming, understanding, communicative and supportive.
11. Through work performance and participant/ parent/ caregiver evaluations, demonstrate a solid working knowledge of most frequently encountered disabilities of participants and the ability to provide specific, quality care for them.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____