

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Direct Care Provider  
**PROGRAM:** Special Needs Services  
**SUPERVISED BY:** Program Manager  
**STATUS:** Full-time, Part-time, On-Call/Hourly/Non-Exempt

**JOB SUMMARY:** This position involves general activities necessary for the physical care and behavioral management of individuals experiencing developmental disabilities. Care may be provided at a consumer's home or an approved provider's home or out in the community.

### **QUALIFICATIONS:**

**Personal:** Must be able to maintain program/guest/agency 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 either in a classroom, daycare, medical or residential setting, and possess current CPR and First Aide Certificates.

**Skills:** 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.

**Other Requirements:** A minimum of 24 hours of field related training must be obtained each year. The employee must accept 10 hours of assignments per month to maintain employment. The employee must have or obtain training in G-tube feedings, seizures, administration of medications and oxygen. These can be obtained through training videos, workshops and written materials on each subject.

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

**Training Requirements:** Agency and department orientation; 1<sup>st</sup> aid/CPR; de-escalation techniques; blood borne pathogens.

### **RESPONSIBILITIES:**

1. Provide care to consumers without discrimination as to race, religion, sex, age, or disabling condition.
2. 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.
3. 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. completing two observation sessions while respite is being given during in-home or out-of-home services.
  - c. demonstrating comprehension of and compliance with Catholic Social Services policies and Special Needs Services program procedures.
  - d. demonstrating competency in completing all required forms, time cards and reports.
4. Maintain a positive, professional working relationship with consumers, their parents/caregivers, and other agency staff.
5. 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.
6. Accept and integrate supervision. This includes:
  - a. following program administrative staff instructions, directives and program procedures.
  - b. monitoring will be done by case notes, parental evaluations and visits to respite sites by administrative staff.
7. Provide care for consumers regardless of location by creating and maintaining an atmosphere for both the consumer and the parent that is welcoming, understanding, communicative and supportive.
8. Through work performance and parent evaluations, demonstrate a solid working knowledge of most frequently encountered disabilities of consumers and the ability to provide specific, quality care for them.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_