



Opportunity Connections

Live•Work•Connect

Job Title: Direct Care
Department: Residential Services
Reports to: House Manager
FLSA Status: Non-Exempt

SUMMARY: This position provides care, support, and/or training to assure that residents' needs are met, assists residents in enhancing their lives by providing support and/or training in social skills, leisure activities, and community involvement - with major emphasis on allowing the opportunity for residents to live fulfilled lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

- **Environment** - Provides a homelike atmosphere in which residents operate within their individual capabilities.
- **Policies and Procedures** - Possesses thorough knowledge of and follows current policies and procedures. Is aware of general medical information and each resident's specific medical, behavioral, and/or emotional background, including the needs of each individual.
- **Medical Care** - Provides assistance and/or support in administration of medication and completion of any prescribed treatments, programs, therapies, and special diets. Ensures that all necessary tracking and recording is completed.
- **Health and Safety** - Maintains a healthy, safe, and sanitary environment and carries out fire and safety plans as assigned.
- **Resident Training and Assistance** - Delivers formal and informal training and behavior support programs as assigned by skill trainer and records information. Observes residents' functioning, behavior, and abilities. Records observations and communicates those observations to the House Manager and other staff.
- **Food Handling** - Facilitates sanitary handling and storage of food. Prepares preplanned, well-balanced, nutritionally sound meals using a weekly Menu, and consumes scheduled meals with residents while on duty.
- **Confidentiality** - Keeps all information concerning any resident and the organization strictly confidential and follows policies and state rules regarding confidentiality.
- **Transportation** - Drives residents into the community for medical appointments, shopping, and other outings, except when directed by the House Manager or other supervisory staff, not to transport residents or drive organization vehicles.
- **Staff Meeting and Training** - Attends regularly scheduled staff meetings and training sessions as assigned.
- **House Maintenance** - Performs maintenance tasks as assigned by House Manager.
- **Communication** - Passes on pertinent information concerning residents to other staff members in verbal and written form. Maintains and records entries in staff journal, calendar, resident medical records, and residents' files.
- **Point Person**- Acts as point person for assigned residents. Works with others to eliminate barriers to community living and educate and/or train others to live and work with people with disabilities. Completes monthly and semi-annual check lists to ensure needs, of each individual advocating for, are being met.
- **Teamwork** - Ability to work together to solve problems, accomplish common goals, and maintain a positive, productive, homelike environment.
- **Other** - Performs other duties as assigned by House Manager.

SUPERVISORY RESPONSIBILITIES: This position exercises no regular supervisory responsibilities except as specifically directed by the House Manager.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must be able to successfully communicate with a wide variety of individuals and solve multiple problems. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED).

CERTIFICATES REQUIRED TRAINING AND LICENSES: The employee must demonstrate the ability to maintain any required certifications and engage in all required job-related in-service trainings as well as a current driver's license, good driving record, and reliable means of transportation. Meet the minimum requirements for driving organization vehicles. The individual must also pass and/or attend the following:

REQUIRED TESTING AND TRAINING

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Pre-Employment Drug Screen | <input type="checkbox"/> Pre-Employment Background Check |
| <input type="checkbox"/> Pre-Employment Driving Record Check | <input type="checkbox"/> Ethics and Values Training |
| <input type="checkbox"/> Tuberculosis Test Result | <input type="checkbox"/> Oregon Intervention System Training |
| <input type="checkbox"/> Blood-Borne Pathogens Exposure Training | <input type="checkbox"/> Fatal Five Training |
| <input type="checkbox"/> Hepatitis B Immunization or Waiver | <input type="checkbox"/> Behavior Support Strategies Training |
| <input type="checkbox"/> Mandatory Abuse and Incident Report Training | <input type="checkbox"/> Privacy and Confidentiality Training |
| <input type="checkbox"/> Medical Management Training | <input type="checkbox"/> CPR and First Aid Certifications |
| <input type="checkbox"/> Fire, Safety, and Health Trainings | <input type="checkbox"/> Other Training as Required |

LANGUAGE AND COMPUTER SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees within the home. Ability to type 30 words a minute, use email and basic word processing computer software.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee must regularly lift and / or move up to 10 pounds, frequently lift and / or move up to 25 pounds, and occasionally lift and / or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The employee expressly affirms that he / she understands the physical demands listed in this paragraph and that he / she has no physical limitations or prior injuries which may prevent him / her from meeting these physical demands. Employee Initials _____ and Date ___/___/___.** You may be asked to complete a physical evaluation by an independent agency.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee must be able and willing to work with individuals who may exhibit aggressive behaviors and have the ability to tolerate frequent interruptions. In addition, the employee must be willing and able to exercise extreme flexibility in working with a variety of people in a wide variety of settings, conditions, and hours. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURES: The undersigned employee verifies that he/she has read and understands this job description. The employee understands and agrees that this job description does not constitute an employment contract and is subject to change by the employer as the needs of the employer and requirements of the job change, that it does not include all specific tasks that may be required to be performed from time to time, and that the employee may be asked to perform other reasonably related duties in the course of employment.

Employee's Signature **Date**

Supervisor's Signature **Date**