



COMMUNITY ALLIANCE
Supported Living Program
Job Description

Job Title: DIRECT CARE STAFF

EXEMPT: No

REPORTS TO: Site Supervisor

REVIEWED DATE: 1/1/19

SUMMARY: Under the direct supervision of the assigned Site Supervisor with coordination of the Human Resources Department, the DIRECT CARE STAFF will be responsible to provide hands on services to assist people with developmental disabilities and enhance their personal choices. Community Alliance refers to these individuals as 'consumers of service'. All Direct Care Staff will be trained to provide very specific services to people with developmental disabilities and will have the support of the Site Supervisors and the entire Administrative Team to ensure they perform their essential duties and responsibilities well. This job requires Direct Care Staff to be patient, compassionate and have a willingness to provide hands on care to a vulnerable population.

ESSENTIAL DUTIES AND RESPONSIBILITIES This position is hands on work in the community providing people with disabilities compassionate care including the following activities, other duties may be assigned:

Direct Care Staff Responsibilities

- A. Display a strong work ethic, maintain honest timesheet calculation, adhere to training requirements and show up for shifts on time as scheduled.
- B. Communicate directly with the Site Supervisor and the HR Department to ensure you understand what you are supposed to accomplish during your work shift
- C. Treat everyone with dignity and respect, this includes all people with disabilities, guardians, Community Mental workers, CA administrative team, supervisors and your coworkers
- D. Ensure mandated reporting of all suspected abuse, neglect and general wrong doing to and about and in the vicinity of all people with disabilities to the Office of Recipient Rights and the Community Alliance Consumer Advocate (CAS).
- E. Maintain the confidentiality and protect the rights of people with developmental disabilities.
- F. Provide assistance and support to individuals including but not limited to:
 - a. Document all services provided to our consumers in their homes and in the community
 - b. Prepare (cook) nutritious meals based on the menu, consumer preference and grocery items provided by the Site Supervisor and/or guardians
 - c. Assists consumers with bathing, toileting, personal care needs and activities of daily living according to the Individualized Plan of Service and the training plan for the consumer
 - d. Support the consumer with their medical needs such as but not limited to: administering medication; eating specific diet; drinking specific supplements; attending medical appointments
 - e. Clean the home based on the chore chart provided at the work site and using the cleaning supplies provided
 - f. Wash and dry clothes and linen with or for the consumer of record according to the Individualized plan of service and directives from the Site Supervisor
 - g. Assist the consumer to participate in activities related to hobbies, occupational therapy, physical therapy, socialization, and chose activities. (example: reading books, manicures, card games, board games, ball games, movies, watching sports, visiting friends, shopping, knitting, looming, etc)

- h. Assist consumer with community integration goals by providing approved transportation to meetings, worship services, and enjoyable outings when necessary.
 - i. Respect the consumer's home. Notify your supervisor when you notice something is not right, broken, missing or destroyed.
 - j. Communicate with Site Supervisor and Administration Team to ensure supplies and equipment is available to do your job.
- G. Provide CPR/1st aid and seek Emergency Medical Services (EMS) when necessary
- H. Ensure all actions as an employee is done in accordance with Community Alliance policies and consistent with the principles of self-determination
- I. Use the agency vehicles for business related activity ONLY and with permission from the Supervisor and/or administrative team

ELIGIBLE EMPLOYEES WILL:

1. Be 18 years old with a high school diploma or equivalent
2. Have a valid driver's license
3. Submit to and result in a clean criminal background check
4. Submit to Michigan Department of Human Services CHAMPS assessment with good results
5. Comply with all training requirements

SKILLS AND ABILITIES:

LANGUAGE SKILLS:

Have the ability to write and read independently. Be able to comprehend instructions, correspondence and memos. Be able to effectively communicate in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Have the ability to perform addition, subtraction, multiplication and division.

REASONING ABILITY:

Must have the ability to solve practical problems and deal with a variety of variables in different situations.

PHYSICAL ABILITY:

While performing the duties of this job, the employee is required to stand; walk; and sit. Employees will use: their hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear; and smell.

The employee may occasionally help assist in lifting and/or moving up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job in a persons home. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee occasionally works:

- In outside weather conditions.
- Is occasionally exposed to wet and/or humid conditions.
- Occasionally works with cleaning supplies that contain toxic or caustic chemicals (i.e. bleach, ammonia, and oven cleaner, etc.).