

JOB DESCRIPTION

 REV 7/2015	DIRECT CARE / RESIDENTIAL	Prepared by: Director of Residential Date: 7/01/15
	Name	Approved by: Date:
	Exempt: No Div/Loc: Residential	Reports to: Home Manager

SUMMARY: Cares for disabled persons in a residential home setting, to promote the maximum independence and self-dignity of the individual by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but not limited to the following:

- Changes bed linens, washes and irons resident's laundry, and cleans resident's quarters.
- Purchases, prepares, and serves food for resident, following special prescribed diets.
- Assists resident into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs.
- Instruct and Assist resident to dress, bathe, feed and groom self.
- Massages resident and applies preparations and treatments such as liniment or alcohol rubs and heat lamp stimulation, if applicable.
- Accompanies residents, serving as guide, companion, and aide.
- Chaperons' group-sponsored trips and social functions.
- Escorts' residents on trips outside establishment for shopping or to obtain medical or dental services.
- Transport resident when required.
- Entertains resident, reads aloud, and plays cards or other games with resident.
- Performs variety of miscellaneous duties as requested such as obtaining household supplies and running errands.
- Maintains records of services performed and of apparent condition of client. (Examples, medical logs, data sheets, daily logs, sleep charts, activity logs, sign-in and sign-out logs, etc.)
- Review and implement goals and objectives outlined in IHP (Individual Habilitation Plan) for all residents assigned. Document progress or lack of progress at the end of each shift for assigned resident/residents and report any progress or lack of progress to supervisor.
- Review and implement behavior plan for resident who require this type of intervention. Notify immediate supervisor of any behavior changes.
- Provide necessary coordination with day services and any other community services in regard to appointments, agency contracts, and transportation.
- Maintain resident rights and confidentiality at all times.
- Checks on residents every half-hour during all day shifts and every fifteen minutes during the night shifts.
- Dispense Medication, after completing and successfully passing CMA requirements.
- Responsible for the accuracy of personal time sheet.
- Responsible to maintain overall cleanness of home.
- Responsible for ensuring that all LARC equipment, machinery and vehicles that you use are kept in clean and safe operating condition.
- Monitor vital signs on all residents.

- Change clients diapers as needed.
- Hand feeding clients as needed
- Change wet soiled linen as needed
- Practice preventive safety and health care techniques and obtain immediate treatment in case of accident or illness.
- Reports any incident of injury immediately to the supervisor on duty; complete written report before the end of the shift.
- Responsible for knowing and carrying out the established policies and procedures of the Lafayette Association for Retarded Citizens.
- Responsible for identifying and securing a co-worker for added support when appropriate.
- Required to be familiar with Safety and Hazard guidelines set by OSHA and implement such guidelines.
- Must check with immediate supervisor and administrative personnel before initiating any operational activities not covered by existing policy.
- Required to attend on-going in-service training.
- Performs other routine duties as assigned by Home Manager.
- Other duties may be assigned as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. Individual must also have reliable transportation.

EDUCATION and/or EXPERIENCE: The Direct Care will be trained in specific skill areas. Previous experience working with persons with disabilities is preferred. The Direct Care must exhibit qualities of emotional maturity and stability as well as have good human relations skills. High school diploma or general education degree (GED) and 3-4 years experience working with developmentally disabled individuals or some kind teaching experience. Required criminal history check of personnel working with individuals with disabilities.

LANGUAGE 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 parents, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Required criminal history check.
- Required Motor Vehicle Check prior to employment.
- Current valid Class D Commercial Louisiana Drivers License and insurance.

OTHER SKILLS and ABILITIES:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing other duties of this job, the employee is regularly required to use hands to finger(s), handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, sit, kneel, bend, reach, walk, and taste or smell.

The employee must occasionally lift and/or move clients. Residents need to be lifted and/or moved from one position to another, this is not to be done without assistance and proper safety devices. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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I have read and understood this job description

Employee's Signature

Date