

JOB DESCRIPTION

TITLE:	Direct Care Staff
SUPERVISOR:	QMRP/ RN/ LVN
WORK SCHEDULE:	Varies
QUALIFICATIONS:	HS Education / GED
EXPERIENCE:	One year in direct care of mentally handicapped preferred

1. Supervise and assist as needed residents during meal preparation, housekeeping responsibilities, personal hygiene, grooming and other activities as needed.
2. Maintain clinical records as designated by policies and procedures such as, but not limited to; documentation of assigned training classes, physical observation, significant observation notes, and any behavioral management programs.
3. Provide input to individual program planning for assigned residents. Train/instruct residents in areas in individual program plan under the training system established by the QMRP, including supervision of residents in workshop activities.
4. Provide transportation to residents as required.
5. Supervise residents in recreational activities both on campus and off campus.
6. Be responsible during evening hours to contact appropriate administrative staff in case of an emergency.
7. Make written reports of significant incidents occurring during shift.
8. Serve, as an informal advocate for residents and provide individual and apartment needs management.
9. Correct unacceptable behavior and help residents meet the necessary requirements of the house rules.
10. Supervise residents on self-medication.
11. Provide first-aid assistance to all residents and assist in the follow through on medical needs for residents.
12. Complete weekly meal monitoring sheets, assigned chores, and assist with weekly budgets and special requests.
13. Assist in maintaining all necessary supplies for client needs, i.e. grooming supplies, household cleaning supplies, and items needed for staff job duties.
14. Assist in general upkeep and repair of facility such as, but, not limited to: keeping inside of vehicles clean and ensure sufficient gasoline level for next usage, cleaning of facility grounds and/or buildings, and pursuing possible outside resources for resolving noted problems areas.
15. Supervise residents during meal preparation. Staff must be in client's apartment to assist in preparation of any meal.
16. Performs any other duties as assigned by the Administrator/Director.
17. Report suspected abuse & neglect to supervisor immediately (within one hour).