

Siffrin, Inc.
Job Description

Title Direct Care Specialist

FLSA Status Non-Exempt

Reports To Manager of Supervised Living and/or Home Coordinator

Position Summary

Provides assistance to individuals served in meeting all aspects of daily living in a residential setting.

Essential Functions

Provide assistance to individuals served in meeting their social and emotional needs including assistance with contacting families and friends, and increasing interaction with people in the community.

Assist individuals with home maintenance, food preparations and laundry skills based upon each person's specific need.

Maintain safe and sanitary conditions within the home at all times. This includes completing fire drills and emergency weather drills per agency guidelines.

Provide behavior support to individuals having difficulty so that they can maintain appropriate social interaction with others, and refrain from infringing on their rights.

Schedule, accompany, and provide transportation to medical, dental and social service appointments. Provide support to those served in attending these appointments. Accurately communicate with the medical professionals information that the individual cannot or will not communicate on their own.

Complete documentation during each shift according to agency procedure. Correctly and efficiently file all required paperwork into the home books (Safety, Medication, Program, etc.)

Administer medications and medical treatment according to documented procedures. Follows Delegated Nursing guidelines in the administration of all medicine and treatments.

Assist and support those served in the attainment and implementation of the goals listed on the Individual/My Plans.

Communicate the needs and concerns of the home and those served through established procedures.

Interact at all times with those served in a manner that denotes respect for personal integrity.

Present Siffrin and those served in the community in a positive manner.

Provide opportunities to those served to participate in community leisure activities, shopping, etc. and provide transportation and assistance in those activities.

Maintain and operate the agency vehicle in accordance to agency policy and applicable laws.

Support and encourage manners of dress, personal hygiene, behavior, home maintenance, and citizenship, which will result in a quality and valued lifestyle.

Implement agency and home policies and procedures and maintains compliance with all laws, codes, regulations, and standards at all times in the performance of duties.

Learn and utilize all special and or adaptive equipment with proficiency for those served.

Provide and/or assist those served with the basic activities of daily living. This may include bathing changing, assistance with personal hygiene, etc.

Ensure staff coverage is maintained at all times. This may include staying beyond a scheduled shift, or being temporarily reassigned to another location to provide for the needs of the agency and those served.

Complete additional duties as requested or assigned by the Home Coordinator, Manager of Supervised Living, County Program Supervisor, or the Program Director.

Complete and maintain at least ten hours of ongoing training per year. This includes all required agency training: CPR, First Aid, Mandt, Bloodborne Pathogens, Fire and Emergency Weather Training, Delegated Nursing, & Individuals Rights.

Follow the Siffrin, Inc. Code of Ethics in the fulfillment of duties.

Qualifications:

A High School Diploma or GED is required.

Must be able to provide physical assistance to some individuals, including lifting, transferring, bathing, etc.

Must meet agency policy with respect to a criminal background and motor vehicle record checks.

Schedule:

Will work the schedule assigned to them by their supervisor. The work schedule may change as the needs of the home and those served change.

May be temporarily or permanently reassigned to other Siffrin locations as needed to meet the needs of the agency and those served.

Interaction:

The Manager of Supervised Living, County Program Supervisor, or Home Coordinator supervises the Direct Care Specialist.

Acknowledgements:

Direct Care Specialist Signature

_____ Date _____

Manager of Supervised Living Signature

_____ Date _____